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DOCUMENTS

Vol. I.

New Jersey Legislature

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AND

ONE HUNDRED AND FORTY-FOURTH

Legislatures

OF THE

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AND THE

SEVENTY-FIFTH AND SEVENTY-SIXTH

Under the New Constitution

VOL. I.

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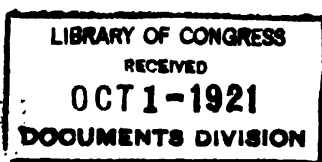
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Document No. 1

First Annual Message
OF
HON. WALTER E. EDGE
GOVERNOR OF NEW JERSEY
TO THE
One Hundred and Forty-Second Legislature
of New Jersey
January 8th, 1918

**FIRST ANNUAL
MESSAGE**

OF

HON. WALTER E. EDGE

Governor of New Jersey

TO THE

**ONE HUNDRED AND FORTY-SECOND
LEGISLATURE OF NEW JERSEY**

JANUARY 8, 1918



**TRENTON, N. J.
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1918

Governor's Message.

GENTLEMEN OF THE LEGISLATURE:

You are about to write final chapters of the story of how our State Government was made an active partner with industrial, commercial and human energy in the development of New Jersey's wonderful natural resources. It will be a vitally interesting story. It will record the task of bringing a State Government, a vague thing as usually viewed, nearer to the people. Not the operation of an experimental laboratory of democracy, but simple adherence to the old compound of ordinary business principles will be the general theme. The story will picture government, not as frequently portrayed, a deterrent to individual initiative and enterprise, but as a helpful agency of coöperation. Its pages will show government operating in concert with accepted business customs of directness, dispatch, economy and efficiency, rather than in accord with partisan habits of lost motion, procrastination, extravagance and mismanagement. You will feel a sense of pride as factors primarily responsible for a rearrangement of public affairs which will have enabled the State household fully to measure up to the limitless opportunities of New Jersey, thoroughly to mine the rich ore of its undeveloped assets, smoothly to coöperate with the Federal Government in that greater national growth and position to which New Jersey is entitled by the importance of its geographical situation and its commercial advantages among the States of the Union.

FUTURE POSSIBILITIES OF PRESENT WATERFRONT DEVELOPMENT.

It is essential to get the proper atmosphere in order to keep the objectives of a business form of State Government ever before us. Therefore, I ask your indulgence while I defer for a moment reference to immediate legislative needs and digress

to the possibilities of the future New Jersey, to the entirely plausible results in years to come of progressive steps already undertaken or in process of incubation. For instance, the creation of the New York-New Jersey Port and Harbor Development Commission, constituting the first step in the National partnership in big things of New York and New Jersey.

To-day this body is serving the Federal Government, along with Cabinet officers and other executives, as the War Board of the Port of New York. Already the Federal War Department is spending millions on the acquisition and reclamation of thousands of practically idle acres on the Raritan River and Newark Bay so that they may be transformed into gigantic port terminals calculated, eventually, of course, to expand New Jersey commercially and industrially at the same time as such projects relieve congestion at the Port of New York, the National institution, and supply a very positive war-time need. Does not this reveal the splendid opportunity of capitalizing our waterfront assets, not merely as a war expediency, but under all conditions?

FACILITIES NEED OF THE HOUR.

With necessary Federal coöperation, cultivation can be given to New Jersey's commercial and industrial soil that will produce a harvest of benefit to the whole country. Opportunity in the past found us sleeping at the switch. We are obliged to ask housewives and business men and shopkeepers to save at the spigot because there has been all manner of waste at the bung of neglected opportunity. The present conflict has revealed past folly. Lack of facilities—of transportation, of shipbuilding and the like—constitutes one of the chief obstacles that the Government must overcome in the war. New Jersey, with her numerous waterfronts, such as the Raritan, Hackensack, Passaic and Delaware Rivers and Newark, New York and Delaware Bays, is ready to provide them with Federal encouragement. For miles and miles north of the Passaic and Raritan Rivers the greatest industrial centre in the East, honey-

combed with railroads and rivers emptying into the harbor, nearly surrounded by valuable waterfront still largely undeveloped and situated on the seaboard at the greatest gateway for the world's commerce, New Jersey is the logical architect of those facilities which form the keystone of the Nation's mighty arch of progress and success. Facilities, facilities, and more facilities, should be the aim of government with a broad vision.

I know of the opinion which counsels that public improvement be deferred until the war is ended. Frankly, I don't agree with it. The more facilities and producing power at home the stronger we shall be in the trench. France is pushing her great railroad tunnels through the mountains amid the very din of battle. A nation is like a business in that if it does not go forward it goes backward; there is no standing still. Expense in this connection is mostly a ghost of popular prejudice, for when you capitalize assets, whether of a State or of an individual, you don't waste money, you make money. Neglect to do so is simply lost opportunity, which in great part can never be regained.

OWNERSHIP OF COMMERCIAL WATERFRONT.

To illustrate, when North Jersey's commercial and industrial facilities are increased, a market is created for the agricultural products of Central and South Jersey; consequently the latter sections are well able to bear their share of the first cost in securing those facilities. Again, I take it that one of the ultimate results—of course, not this year or the next—of port development work, will be the acquisition of the State's valuable commercial waterfront within the limits of the Port of New York, now in the hands of individuals. While it would require considerable money to finance this, yet a plan to lease it back to present owners or lessees and develop it uniformly along modern lines, meeting present and future demands for waterfront facilities, would unquestionably result in such a vast increase in taxable ratables that first cost would very shortly dwindle in the relative proportion to State-wide benefits derived.

MILLIONS IN NEW RIPARIAN POLICY.

And while considering the financial aspect it is most interesting to reflect on the effect of a progressive waterfront or commercial policy in relation to the State's determination hereafter to lease riparian lands instead of granting them in fee or leasing with conversionary rights. This radical, but I may say businesslike, change in riparian land administration, was agreed upon some months ago, and I urge that the Legislature provide at this session any further measures which may be deemed necessary to give the leasing plan force and effect. The future of the new and sound policy is fraught with business possibilities. To-day there are nearly one thousand miles of desirable water frontage for industrial and other uses in this State not yet sold. These lands are estimated to represent a present value of approximately \$22,740,800.00. I take it that seven per cent. of estimated value would be a fair basis for fixing rental; or in other words, if all riparian lands, instead of being given away in fee at small sale price for the most part fixed by the standards of undeveloped property were to be leased to-day, the State's annual rental from this source would approximate \$1,591,856.00. This contemplates a demand for all available riparian lands, which, of course, is a condition that the future must determine. But think of the marvelous possibilities lying back of the joint enterprises of riparian right conservation and waterfront development! Is it too much to say that in fifty or a hundred years, by reason of intensive development, our waterfront will increase in value a thousand per cent., approximating \$227,408,000.00 and bringing in annually a rental of \$15,918,560.00? Similar increases in value during a period even shorter have not been infrequent in seashore resorts and certain industrial sections. There is nothing visionary about this prospect of rental from a single State source exceeding the present gross receipts of State funds from every source, a sum now of approximately \$12,917,658.00. It is a simple business proposition. Riparian lands have an uncertain value which counsels against giving them away. Our

waterfront is there to be developed. If a sound policy of conservation is combined with constructive energy and enterprise, the result is bound to be such that the bugaboo of a State property tax for general purposes will fade into space forever and those who doubt the necessity of spending money in order to make money will lose their skepticism.

PRESENT NEEDS—BRIEF, BUSINESSLIKE SESSION.

I shall now address you on present needs, rather than the possibilities of wise development.

Much has been accomplished. The foundation and superstructure of a business government are in place; now we must turn out the finished product. Legislation which is still necessary in order to fully carry out the program can, I confidently believe, be secured during the next seven or eight weeks. You gentlemen are desirous of applying businesslike principles to the technical machinery of the Legislature as you are to the balance of the government of the State, and I need scarcely call your attention to the imperative necessity of a brief, accurate legislative session. Businesslike law-making is of the essence of business government.

RIVER TRAFFIC PROJECTS.

Commissions to supervise the construction of a traffic bridge over the Delaware River, connecting New Jersey and Pennsylvania, and a tunnel under the Hudson River, connecting New Jersey and New York, have been established, appointed and organized. It is plainly necessary that an adequate system of financing these improvements now be provided. Commissions in charge of these projects have agreed that they are very properly regarded as extensions of the State Highway System, now in course of construction, and in accordance with this view I call your attention to the fact that any State-wide tax imposed for the purpose of financing the river traffic improvements should not be levied until after taxes sufficient to finance the road sys-

tem completely have been levied. In other words, in order to avoid duplication, excessive taxation and as a matter of ordinary business judgment, taxation for the purpose of meeting the cost of the river traffic construction should not begin until about four years hence, when the highway overland system shall have been financed. In the meantime it becomes necessary to negotiate and conclude details of construction with the States to be so connected, and, following that, to decide mutually on engineering plans. If, when this is all complete, succeeding legislatures believe through existing conditions that the tax should be brought forward, that is a matter of simple legislative action. The bills recommended provide the method. Of necessity future legislatures must decide on the time. General Goethals, the State Engineer, has estimated the cost of the two river traffic improvements at \$24,000,000.00, which makes New Jersey's share \$12,000,000.00, or less than the cost of the highway system. These figures, considered in a comparative way, indicate what possibilities exist for developing and capitalizing the natural resources of New Jersey, through a businesslike and equitable method of financing, without imposing any sudden or severe burden upon property or people. I confidently believe that after the road construction has progressed for a year or more the payment plan will be found so eminently fair and easy to sustain and the benefits of good roads so great and plainly visible that the State will be not only willing, but eager, for further expansion along the same lines.

STATE INSTITUTIONS—PENAL, CORRECTIONAL AND OTHERWISE.

A commission has worked for the past year investigating penal and correctional institutions of the State with a view to their permanent betterment. Another commission has similarly labored with regard to State institutions other than penal and correctional. Now, it is of paramount importance that legislation be enacted, based upon the reports submitted by these two commissions, designed to centralize responsibility and thus remedy ills of administration, management and control and to

solve, in a practical way, the problems of prison labor and institutional economy and efficiency. At least two successful experiments with reformatory labor in this State must act as a stimulus to the latter task. One, the building of the Georgetown-Wrightstown road, leading to Camp Dix, and the other the cultivation of State-owned land in Hunterdon County, which resulted in a farm output upon which a net profit of \$10,000.00 was realized.

OBLIGATIONS AT HOME.

There is very good reason why we should pay particular attention to the betterment of our State institutions during this period of stress. The war in which we are engaged is one for liberty, independence and civilization. While we are fighting for these things in a fundamental, world-wide sense, we cannot afford to neglect vital and important interests such as the support of charities at home, and the proper care of helpless ones within our borders. Special efforts must be made to provide better facilities and more relief for dependents, and I know of no more effective way to bring this about than through the reorganization of our institutional system along businesslike lines. The war will end some day. Then we will need experienced, coördinated eleemosynary activities in order to effectively and economically cope with conditions.

Pertinent to this is the thought that perhaps our law should be more considerate of those unfortunates born out of wedlock. I have thought that a plan whereby such children would be made the lawful issue of the father for the purpose of inheritance and the father prohibited from cutting them off by will or from property of which he shall have become seized during their minority, would not be out of harmony with the principles of justice. Of course, such a plan should also contain very effective safeguards against blackmail. That is a detail. The important thing is that something practical be done to protect the innocent in illegitimacy.

CIVIL SERVICE REFORM.

Efficiency experts have been inquiring into the conditions and regulations surrounding State and municipal employees under the direction of a new Civil Service Commission established with a view to making progress in this important detail of the State's business. A report will be submitted to you dealing with the standardization of salaries, qualifications, hours of employment and rules for promotion in the service, and I urge that legislation be enacted conscientiously following the recommendations thus made in the interest of a merit system that will sturdily withstand all corrupting influences. The legislation should be broad enough to encourage efficiency in State service by providing an equal opportunity for all. As a means of meeting a very positive condition, the necessity for higher wages and salaries in order to meet the unusual cost of living must enter into this question, not as a part of our fixed relations between the State and its employees, but as a temporary expedient. I believe the solution lies in a percentage bonus, granted in the budget from year to year until the living crisis is over. In the meantime employees should be properly classified through the contemplated standardization plan.

FUNDAMENTAL CHANGE IN FINANCIAL POLICY.

Financial methods in the State business require the same constant attention that they receive in the sound private business. It is important that they be made to conform to those standards which the lessons of experience teach. You know of the present prosperous condition of the Treasury. Despite large sums of money advanced to the Federal Government and also the continually increasing cost of operating all business establishments, private or public, the State Treasury showed a clear, net balance at the end of the fiscal year in October last of \$2,458,591.28, which was \$602,287.41 in excess of the balance over and above all obligations of \$1,856,303.87 the year previous, and six hundred and fifty per cent. more than the public purse at the end of

the next previous administration of 1913. Our income in November and December last, the first two months of the current year, shows an increase of one hundred per cent. over the same two months of 1916. We can boast of a larger free balance in the Treasury to-day than at any time within the history of the State. Many precautions are being taken, nevertheless, to conserve the public funds and to make the State's business a profitable business. Departmental heads and commissions, sitting frequently as a board of directors, exchange with the Executive helpful views looking to efficiency and good of the service. The State House Commission, meeting frequently, has already set in motion plans for strict economy in stationery, postage, telephone and telegraph charges and other common sources of neglect and waste in the State offices. Much progress has been made. Yet there must be no tempering of the vigilance. I feel very strongly the necessity for legislation providing that all revenue-earning departments, boards, commissions and institutions of the State, instead of applying this revenue to maintenance or other expenses, as now provided, shall turn the money into the State Treasury, where it will be checked out when and for such purposes only as appropriations authorized in the usual way may provide. My view is that this will be found a more economical, as, of course, it is a more businesslike, method.

TAXATION.

The question of taxation or rather its inequalities is becoming, as governmental costs ascend, more and more serious.

Money, of course, must be raised for these purposes, but careful research and inquiry should be made to equalize the burden. It is my conviction that every department of the State government should give careful thought to the possibility of making consistent and proper charges for services rendered to the public, that those especially benefited by State activities should pay for such service, and thus a State government would distribute the tax burden where it more properly belongs, instead of the hit-or-miss plan of too much general and property tax. This is the

natural outcome of a business government, and is a subject I have already opened with various departments and is already well developed in the Department of Labor. I shall have more to suggest on this subject later.

CHANGING THE FISCAL YEAR.

As a proposition to bring about more intelligent State financing, I invite your attention to the suggestion that our fiscal year for the State be changed so that it will begin on July first rather than November first, as now. There are several reasons which strongly commend such a change. First the Executive and legislators could provide for a budget with better knowledge of conditions as they will exist during the time that the funds are needed, and therefore with far greater intelligence, if the money were to be expended at a period beginning within a short time after the close of the average legislative session, rather than practically six months or a year hence. Secondly, some of the appropriations which the Administration is called upon to authorize are for the purpose of constructing new buildings in connection with State institutions, and manifestly it is almost impossible to judge a year in advance, not only of what the needs of institutions will be with reference to additional facilities, but also to judge the amount of money which will be required for building constructions; and consideration must be given to the fact that considerable time is necessary in order to prepare specifications and plans and arrange for actual building even after an appropriation is authorized. Again, with a fiscal year beginning July 1st, the anomaly of the legislators providing for the expenses of the State government during a period when they are not in charge of the government is, to a large extent, avoided. Such a fiscal year would run concurrently with the present school fiscal year and also with the Federal fiscal year. I respectfully recommend legislation to this end, and am discussing this and other financial changes in more detail in my message accompanying the budget.

EXTENDED HOME RULE AND LOCAL OPTION.

Last year the Legislature greatly extended the power of home rule in the municipalities of our State and thus relieved future legislatures of much detail labor. At the same time, as a result of providing this broader jurisdiction in law-making to municipalities, a mass of statutes thereby rendered useless were repealed. There should be further legislation along these identical lines this year. New Jersey municipalities are capable of the fullest measure of home rule, and it is sheer waste of time and energy to oblige municipalities, which term includes counties as well, to apply to the Legislature every time it is desired to take action which the municipalities are entirely capable of taking on their own initiative and which is in harmony with constitutional principles. In addition, the home rule principle must be extended to the excise question in order that municipalities which are entrusted with self-government in other matters may also be entrusted with self-government in the matter of liquor licenses; and, following the Republican party's pledge to the people, I urge the passage of a four-square local option bill. It will be wise in this connection to give careful consideration to regulation in the matter of excise privileges as well. In this way, where a municipality votes under the home rule principle for excise, some further control could likewise be secured.

MUNICIPAL GOVERNMENT—CITY MANAGER PLAN.

Closely associated with home rule legislation is the subject of municipal government generally. New Jersey has a commission government act, and this has been adopted by a number of cities which have found the new form of government a vast improvement over the old councilmanic, or representative form. The only criticism I hear does not counsel going back to the old form, but rather extending the commission principle. For instance, it is contended, first, that the very small commission made necessary by the fact that individual members of the governing body

act as heads of departments, gives the city often a smaller board than is necessary to secure representation of all of the elements of the city; and, secondly, that the commission plan providing no adequate executive, because of the fact that every commissioner is supreme in his own department, inter-departmental conflicts are likely to arise, especially over appropriations, the interests of the city as a whole often suffering because each department is pulling for itself. The remedy suggested in connection with this criticism is the so-called City Manager plan, whereby the commission itself, which in that case need not be limited to three or five members, instead of distributing its power among its own members for administrative purposes, acts only in a legislative capacity and controls administration through a single appointive executive—City Manager—who in turn controls the various departments of the city government. Of course, no such State-wide legislation would be necessary if home rule legislation were sufficiently flexible to permit cities to have the City Manager plan by special home rule charters, as in the case of California, Colorado and Arizona. However, I am here referring to the subject, not with any special recommendation, but merely with the idea that it may be found desirable for this matter to have our mutual attention. Laws permitting the adoption of the City Manager form are in operation now in Massachusetts, Virginia, Ohio, Kansas, Idaho, Montana, South Dakota and North Carolina. It is not a mere experiment in theory, and I am heartily in favor of permitting cities to adopt any form of government which meets local conditions and local wishes. Self-government is the secret of good government.

NECESSITY FOR RURAL POLICE.

For years in this State the issue of a State-directed and controlled police system has been a football of politics. No doubt this has been due largely to the popular impression, gained years ago, that a State Constabulary, so-called, could mean nothing else but an organization instituted by the Government for the purpose of bulldozing and roughriding Labor in its con-

troversies with Capital. There never was a time in the history of the State when rural police protection was more imperatively necessary than it is to-day, and it seems to me that it is our duty to face this question courageously, regardless of the consequences of popular misunderstanding, and to invite citizens to look upon the subject not as a conspiracy against any particular class, but without prejudice and traditional opposition as one of vital concern to many sections and all interests in New Jersey.

New Jersey is a thickly populated State. Its problems are both similar to and different from those of Pennsylvania and New York. The rapidly increasing population in suburban sections—that is beyond town and city limits—needs protection to-day more than ever because of the abnormal conditions. Unfortunate instances which have occurred both before and since the beginning of war strongly indicate this necessity. Industrial plants and industrial sections likewise require such protection, in addition to the local communities, because of the fact that our manufacturers are turning out many of the supplies needed by the Government and her Allies for the war. Local police forces are necessarily inadequate for this function because of the location of many plants outside of city limits. I am frank to say that I believe a properly regulated and directed State Police Force can be established under wisely formulated legislative regulations and restrictions, which will be adequate to provide such proper protection and yet not be subject to such abuses as are commonly anticipated and against which the public is amply warranted in demanding safeguards. It is the duty of the Legislature to provide some practical method of rural police protection under State control. The form which this should take is a matter for legislative consideration.

ELIMINATION OF TOLL BRIDGES.

The task of eliminating toll bridges, which are undemocratic and relics of a past day, should be continued vigorously, and to this end it is the duty of the Legislature to continue the Com-

mission appointed for the purpose and to see that it is sufficiently equipped with funds for the work.

CORPORATION LAW REVISION.

With a view to further attracting legitimate business to New Jersey, and yet taking care not to open the doors to corporate fraud, there should be an additional modification of our existing corporation laws. The last Legislature found that New Jersey, entirely without reason, was limping under corporation restrictions which did not conform at all to the Clayton Act of the Federal Government, thus creating an atmosphere of business uncertainty and penalizing the State unnecessarily. This was remedied. Since then other defects have been found and these should likewise be remedied to the end that New Jersey may offer a hospitable field for legitimate business while not forfeiting any of the safeguards against frenzied and unscrupulous financiers.

STATE'S ATTITUDE TOWARD BUSINESS.

I submit, as a general proposition, that the attitude of a State government toward business corporations should be judicial. By that I mean it should be fair, sound, dispassionate, free alike from the sinister influences of organized capital corrupted and the destructive prejudices of that school which misjudges all corporation business by the abuses of some. We should consider that corporations, large and small, are feeling the pinch of the high cost of living, of materials and of labor in the same degree as individual business men. Moreover, wise public regulation prevents certain classes of corporations from arbitrarily shifting the burden of higher costs to the shoulders of the ultimate consumer as unregulated business is doing. Conditions today are no respectors of business because it is big. We must keep our minds open, therefore, and be as ready to assist the corporation business, especially under State regulation, in the solution of financial economies and other emergency problems, as

we are the small business or the consumer or patron not under State or Federal control. Perhaps such an attitude will require courage since it flies in the face of popular prejudice. But there is not a single interest in a community which may be unjustly penalized without the injury spreading to other interests. Popular prejudice is a contagious disease. One function of sound government is to equalize the poison by adopting the square deal policy.

LIMIT ON AMOUNT AND USE OF CAMPAIGN EXPENDITURES.

Wanton waste of money in political campaigns demands immediate legislative attention. New Jersey's Corrupt Practices Act is effective as far as it goes, but it does not go far enough. True, a candidate is limited in his expenses, and his committee must give an accounting of moneys received and disbursed, but the loophole is found in the fact that there is nothing to prevent a candidate's friends from spending as much as they like in his behalf. This opportunity for circumvention has led to excessive campaign extravagances in the past, from all political sides. Unless promptly curbed these are apt to lead to money corruption and a popular contempt for the ballot. I respectfully suggest that the remedy be applied through an amendment to the Corrupt Practices Act, further restricting contributions and also the uses to which they may be put in political propaganda. Such restrictions should be upon the candidate's friends as well as upon the candidate himself, and an expenditure of money by them in excess of the legal limit should have the effect of rendering the expendor liable for a misdemeanor and likewise forfeiting the right of the candidate to take office, in all cases except where there was evidence of a conspiracy to violate the law deliberately to keep a political opponent out of office. In other words, the expenditure of more than a certain amount in the interest of a candidate or party, no matter who spends it, should be prohibited. My thought is that \$25,000.00 in a State candidacy and \$5,000.00 in a county candidacy would be regarded as a fair maximum to be contributed in total by the

candidate and by his friends in his behalf. Certainly such sums would not be found inadequate if the uses to which campaign money is put were further regulated. Intelligent newspaper advertisements, discussion of issues at public meetings and personal mailed appeals are far more effective than gaudy billboard posters, meaningless pictures on telegraph poles or the popularly ignored circular that litters the front yard. The latter methods should be absolutely prohibited in an amendment to the Corrupt Practices Act, which amendment would prove more effective than the so-called highway-marring bill of the last session. When the law supervises or circumscribes campaign expenditures in a practical way it will be found possible to limit campaign expenditures to sums within reason and within the price of the average man. Then again, it would prove a great deterrent if campaign expenditures were published before a primary and an election instead of afterward. In simultaneous action on both propositions, therefore, lies the solution.

REDUCING ELECTION OPERATING EXPENSES.

I think everyone agrees that considerable money can be saved on the actual physical operation of elections. The suggestion has been made that a long step in this direction could be taken by arrangement to conduct elections in public schoolhouses. In addition to the saving of expense of rental, such a proposition would tend to heighten the tone of elections, removing them further from degrading environment and placing them on the plane conceived by the framers of the Constitution. Elections are strictly of an educational character, the fundamentals of civil government, and I cannot imagine a more proper use for a public school building on a day that is by law a legal holiday. It seems to me that it is the duty of the Legislature to seek counsel of public school administrators in the State for the purpose of finding out how these arrangements may be made in a practical and satisfactory way.

If our experience with public school buildings as polling places were to be found satisfactory, the next logical step would be to

secure the services of our public school teaching forces as election officers, of course with compensation additional to that granted for teaching duties. I fail to see anything inconsistent or impractical in commandeering the brains and training of our public school instructors in the highly important task of honestly conducting our elections and accurately interpreting our complex election laws.

Further election law changes I propose discussing in a later message.

AMPLIFICATION OF COMPENSATION LAW.

As conditions change, the necessity of paying constant attention to our Workmen's Compensation Act and its practical operation will be recognized. The Compensation Bureau established in the Department of Labor should be clothed with power to decide disputes, rather than merely persuade toward compromise and thus sometimes fail to avoid needless and costly litigation. Furthermore, there is need of legislation looking to the interests of the State with reference to the disposition of compensation in the case of the death of persons without dependents or known beneficiaries. In fact, this is only reasonable. Unlike most States, the insurance carriers are not required to compete with a State Insurance Fund, but practically all the business of the State is divided among them with a supervision of rates by the rating bureau. The adjustment of claims arising under the operation of the Workmen's Compensation Law is certainly a part of the necessary administration of this act, and in my judgment it appears to be a reasonable and proper charge to be divided among the insurance carriers and self-insurers operating in the State. Under the operation of the act, where a worker dies without dependents the only charge upon the carrier is for funeral expenses in the amount of \$100.00. If a law were enacted which would require the payment of the sum of \$400.00 in addition to the burial charges, by the insurance carrier, or self-insurer, into the Treasury of the State where a worker dies under these circumstances a sufficient sum would be raised thereby to defray the entire expenses of the Workmen's Compensation Aid Bureau,

and at the same time the insurance carrier or self-insurer would have been required to pay \$1,100.00 less than would have been the case if the worker had only one dependent.

LABOR DEPARTMENT REVENUE.

There are a number of other features connected with the activities of the Department of Labor which it would appear reasonable to consider as a charge against concerns immediately affected. For instance, I believe a fee ought to be required for special engineering service involving the approval of plans for new, or alterations to old, factory buildings, and also for certificates of approval for work performed by contractors which require additional time for reinspection. Such a policy, I am informed, would yield about \$8,000.00 additional revenue annually. Again there is a genuine need for legislation requiring the inspection of boilers within a reasonable classification and this work should be performed on a fee basis in sufficient amount to make a revenue large enough to defray expenses of the work.

Revenue derived from the licensing of engineers and firemen besides the proposed legislation for boiler inspection; the proposed revenue to be derived from the approval of plans and certificates of approval of work to be performed; and the revenue derived under the proposed method of administering the workmen's compensation laws and other sources of income such as the licensing of explosive magazines, should make a total of about \$95,000.00 per year out of a total Labor Department appropriation of \$150,000.00. This would certainly seem to be in line with a businesslike administration of the State's affairs.

HEALTH INSURANCE SYSTEM.

I desire to call your attention to the fact that a legislative commission appointed to investigate social insurance problems in New Jersey has reported in favor of this State adopting and organizing a comprehensive system of health insurance. In my judgment this question is on a par with workmen's com-

pensation insurance and it fully deserves your most careful consideration. The amazing number of army rejections on account of physical disability, as well as other conditions, emphasize the increasing demand of industry upon physical endurance. In order to conserve the physical vigor of our people through the prompt and sure relief of economic distress due to sickness as well as through stimulation of preventive action in our industries, it seems to me most important to consider ways and means of establishing a health insurance system, probably under the supervision of the State Department of Labor on a basis where it will be supported and managed by those directly concerned as in the case of workmen's compensation. Obviously, such a system would automatically provide medical care and health instruction so that the plan would be both curative and preventive. Manifestly, under these certain conditions, it would be of mutual benefit to employer and wage-earner.

HASTENING STATE HIGHWAY BUILDING.

Organization is now completed for the administration of the State Highway System and the actual building of the roads must be facilitated in every way. One way is legislation enabling counties to borrow the funds for building roads prior to the time provided in the Highway Commission's schedule in anticipation of subsequent reimbursement from the State road money, to be raised by taxation. Another way is to leave in the discretion of the Highway Commission certain matters which would have a very vital bearing on the extent to which "war prices" and the mounting cost of all construction materials will affect the estimated total cost of the highway system; for instance, the questions as to what bridges shall be widened to the width of the paved road and what grade crossings shall be eliminated. I respectfully urge prompt legislation covering both of these important subjects.

Undoubtedly increased cost of all types of construction will greatly raise the expense of installing the new highway system, but it is questionable if former cost prices will ever return. At

any rate, a postponement of this much-needed business asset would simply retard progress in all directions, including the immediately vital one of military preparedness. Improved highways are so essential in every respect that delay should not be countenanced on any pretext. Immediate activity in rebuilding or repairing, however, should be confined to the main trunk line arteries. Never has the country faced a period when further means of transportation were more necessary than to-day. Organization by the State Highway Commission of their own construction department should greatly reduce normal expenses of road construction; in fact, this already has been demonstrated by the experimental road building from Georgetown to Camp Dix, wherein the Highway Department, as its own contractor, and with reformatory inmates for labor, has been able to effect a saving of twenty-five per cent. over the estimated contractual cost of the undertaking.

FOOD—FUEL ADMINISTRATION—FISHERIES—MUNICIPAL FOOD
DEPOTS.

Inexcusably high prices for foodstuffs have created an economic condition, aggravated by the war, which demands that the question of food and fuel conservation and price-control have a very large share of legislative attention. In the interest of cheaper fish, as one solution of the problem in providing substitute for meats, I recommend the passage of legislation based upon the report of our High Cost of Living Commission, giving absolute State control of the fisheries industries, which the people own anyway, in order that consumers may buy fish under State supervision and at a cost plus only the actual expense of catching and handling. Another solution of the food problem will be found in the regulation of food distribution by purchasing of certain staples daily in municipalities throughout the State under supervision of the State Bureau of Markets and retailing them at cost plus freight and shrinkage charges at municipal food depots to be established for the purpose. Provision for the daily publication of prices thus paid would have

a most salutary effect in discouraging gouging on the part of unscrupulous private distributors. I recommend legislation to this end. I would also remind you that the Act of last year authorizing municipal governing bodies to buy food and sell to consumers at cost in time of emergency will be repealed automatically July 4, 1918, and I recommend that it be reenacted in even stronger form than before, and made to include fuel as well as food.

AIDING FARMERS—HOME GARDENERS—EXTENDED EMPLOYMENT SERVICE.

Food Administration will not be a success, no matter how much legislation we enact or how diligently we coöperate in practical economies with the Federal Food Administration, unless positive steps are taken to assist the farmer in producing and handling his crops. Shortage of farm labor is an alarming problem. Men, money and food are the triumverate of necessity in this war and the labor shortage enters so persistently into the third factor that it deserves the most profound attention.

Last spring and summer, through the help of the Department of Public Instruction, we were able, in New Jersey, to engage 50,000 school pupils in the active creation and cultivation of home gardens and to supply upwards of 5,000 high school boys as patriotic helpers to the farmers of the State during the hours before and after school and during vacation. It was an experiment, a novel and wholly unfamiliar kind of work for most school pupils, and yet the results were amazingly effective. While the newness of the task rendered it unlikely, of course, that there would be any immediate effect on the living problem, yet the ultimate dividends from interesting people at large in food production and providing individual experience in farm work cannot, in my judgment, be overestimated. With the coming planting and harvest seasons there will be further opportunity to develop the plan, and I know I will have the continued coöperation of other State departments in perfecting organizations early so that the development may be on a much larger scale than last year.

Practical assistance has been given farmers distressed over labor conditions by the Federal-State-Municipal Employment Bureau, an employment service conducted by Federal Government and State and, at this time, the city of Newark. Aside from the general work of this institution, which resulted, during the past year in employment being given to about 50,000 persons, from the middle of April until the middle of September, fully 2,000 placements were made on farms. I think the excellence of these results warrant a general expansion of this institution, which is under the supervision of our Department of Labor in New Jersey. Most of the placements of work-seekers with farming experience took place on farms in the upper sections of New Jersey for the reason that the only headquarters of the bureau is located in Newark, with merely small branch offices in Jersey City and Orange. In order that the benefits of this bureau may likewise be felt by the South Jersey farmer, I strongly recommend to the Legislature that authorization be given for an additional office in South Jersey, perhaps at Camden. I am informed that Ohio has opened twenty-one of these labor exchanges. The necessity of encouraging and expanding this labor-finding agency will be even more apparent if the Federal Government acts on the suggestion that registered men of military age, between the time they are notified to hold themselves ready for selective service and the time of their actual mobilization at military cantonments, be permitted to assist farmers during the coming planting season. In making this suggestion to the Secretary of War I had in mind the possibility of utilizing the Federal-State Employment Service as a registration and distributing clearing house for such labor. Manifestly, the present is the time to improve and enlarge the service in order that our farm-labor organizations may be fully organized and prepared for any eventuality.

REGULATION OF PRIVATE EMPLOYMENT AGENCIES.

It has been urged by many that employment agencies be operated only by the State, Federal or Municipal authorities, and the operation of private agencies be entirely prohibited. There

can be no doubt but that much occasion for this feeling has arisen out of the abuses practiced by some private agencies, not all of them. It would, however, seem to me that if the Federal-State-Municipal Employment Service is the success that it now promises to be, private agencies should be very largely eliminated through the natural operation of competition.

At the present time private employment agencies are licensed by the municipalities, but because they are doing business outside of their own cities and in the interest of a uniform regulation, I believe that they should be licensed by and regulated under the supervision of the Department of Labor.

SYSTEMATIZING OF PENSION METHODS.

The system of pensioning public employees of various descriptions is really not a system at all; it is the chaotic outgrowth of a mass of laws, many of them framed without regard to the common interests of the State. For months a legislative commission has been investigating this condition. They will have an enlightening report, but I am informed cannot complete their labor at this time. It is an important question, and the State is greatly involved. It must not be set aside until a solution is reached, and in the budget I am recommending a sufficient appropriation to make a thorough financial enquiry. Later it should be seized upon as the guide for legislation aimed to standardize and coördinate pensions throughout the State by providing regulations of a uniform kind and by insisting on absolute solvency.

SOLDIERS' NEEDS—POLL TAX EXEMPTION—COMPENSATION— MORATORIUM.

War has made it of paramount importance that as a State we pay close attention to the needs and comforts of our fellow-Jersey men called to the colors. I would mention specifically the need of laws exempting soldiers from paying poll tax, clarifying the intention of the last Legislature to authorize State Depart-

ments or municipalities to compensate employees called to the military service, enabling soldiers to exercise their constitutional right of voting when away from home with intelligence and without so much red tape, and perhaps an act in the nature of a moratorium for New Jersey soldiers and more especially safeguarding all of the civil rights and privileges of the soldier in order that none may be forfeited by reason of his being in the military service.

ENCOURAGEMENT OF HOME GUARD UNITS.

While discussing military matters I should direct your attention to the Home Guard organizations in our State. They are performing a useful function in providing a means of efficient community defense in case of stress and in constituting a valued school for familiarizing the youth of the State with military tactics. I bespeak for these organizations legislation designed to extend State recognition and to provide for their further encouragement through municipalities. Our new State Militia, which was so quickly and satisfactorily created and organized last summer, when it became necessary to provide an adequate substitute for the Federalized National Guard, requires no legislation in addition to that which the last Legislature gave us, and is now ready for duty.

WELFARE WORK FOR COLORED PEOPLE.

Not altogether on account of the war, but for various reasons bringing about a change in industrial conditions, thousands of negroes are migrating from the South. This has created a problem of health, due to the newcomers lack of sufficient clothing and acclimation, which it is the duty of the State to meet and solve. From motives of economy in treating the condition at the beginning, as well as common humanity, I believe that the continuance of the present experimental Welfare Bureau by establishing it in the Department of Labor would prove effective, and I recommend your careful consideration of legislation to that end.

RESENTENCING POWER OF JUDGES.

The power of county judges to resentence a prisoner at any time during his incarceration has frequently given rise to the criticism that the constitutional principles concerning pardons and paroles have been violated. The criticism appears to be in every way justified, and I urge a statute repealing this power.

LEGISLATIVE REFERENCE BUREAU—A SUGGESTION.

You are familiar with the fact that last year the Legislature paved the way for an equalization of taxation as between districts within this State and also joined in the call for a conference of States which will tend to equalize taxation as between States and Federal Government; that the latter conference has been held and the Governor of New Jersey honored with the permanent chairmanship of the National Committee in Charge. All of this leads inevitably to the conclusion that greater care ought to be taken to see that laws enacted in individual States do not clash wantonly with laws on similar subjects in other States or in the Federal statute books. It has been suggested before that one way of securing uniform legislation is to provide a legislative reference bureau. I am strongly in favor of establishing such an institution, which in addition to uniformity would make for intelligent law-making and exact draftsmanship. Whether this is the best time to provide such a department, or whether it should be temporarily deferred as a needless expense in war times, I leave to your good judgment; but I do regard it as a progressive proposition which ought to be kept in mind. Coöperation between the State and some of our universities, for instance, could easily result in a legislative reference bureau, which, with competent management and up-to-date files of laws of all States on all subjects, public reports, monographs and treatises on current industrial, social and legal problems, would prove an invaluable guide and help to our lawmakers and insure legislation of a character avoiding costly duplication, making effectively for desired ends and eliminating the possibility of ill-considered,

loosely-drawn acts dealing with important subjects and apt to be upset by the courts.

FULL COÖPERATION WITH FEDERAL GOVERNMENT IN WAR.

The personal acquaintance which it is my privilege to enjoy with you gentlemen of the Legislature counsels against the necessity of urging that the session be in perfect accord with the war aims and purposes of the National Government. The public confidence which you enjoy is a guarantee of your loyalty. Your patriotism is not on trial. But perhaps this may not be an inopportune time to let the Country know that every ounce of New Jersey's weight in man-power, official authority and material wealth will be at all times cheerfully thrown in the balance on the side of the Nation and her Allies in the war. Our Legislature, whether in regular session or in any extraordinary sessions that unforeseen developments may warrant, can be counted upon to shape all legislation with the war program of the Country clearly in mind. We must be ready to stimulate and help to advance every possible movement requiring public support intended to assist the Government in the prosecution of the war and to benefit the soldier at the front and the family at home, and yet we must be equally careful to recognize by our official action only those efforts which are coördinated and authorized by the Federal Government, in order to avoid costly duplications and conserve our energies. It is my firm belief that all State-wide activities should be through the well-organized State Council of Defense, which provides an opportunity to present the problem in an official manner to the smallest municipal unit. Statutes found desirable in peace may have to be repealed temporarily in war, and I ask the Legislature to hold itself ready to meet any such contingency. There will be conflict in nothing, coöperation in everything. New Jersey is not merely ready—New Jersey is determined to transform her assets and resources into war energy by the shortest cuts and to do her full part as a dynamic instrumentality in helping the U. S. A. to reach the zenith of her fighting power. No State can do more. Every

State is reasonably expected to do as much. I feel you have given me much power in this regard. If I need more I shall ask it with confidence.

New Jersey and the United States, hand-in-hand in war, will likewise travel the same path of progress in industrial and commercial development. The way must be blazed by constructive statesmanship of large vision, seeing far beyond war times and through glasses that detect all latent possibilities. New Jersey took the initiative by agreeing to give the land when Washington digs the cross-State canal from river to ocean, a project which would come in very handy in these war times. In the development of our ports and waterfront as in the successful maintenance of the new State Militia and the aim to properly administer food and fuel and equalize taxation, it is plainly seen that the Federal Government needs the help of New Jersey and New Jersey needs Federal aid. New Jersey's place on the map, her waterfront, her industries, her comprehensive railroad system, will contribute heavily to her advantage as a commonwealth in the modern doctrine that the country must go forward with State lines eliminated and nothing but united action. Preparedness for the industrial and commercial eventualities of the future is quite as important as recent experience has shown military preparedness. It is a common cause. It demands mutual enterprise. With broad, sound cultivation the harvest can be ultimately nothing less than a finished product of public business efficiency as our contribution to a greater country.

TRENTON, NEW JERSEY,
January 8th, 1918.

Governor.

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Document No. 2

Second Annual Message
OF
HON. WALTER E. EDGE
GOVERNOR OF NEW JERSEY
TO THE
One Hundred and Forty-Third Legislature
of New Jersey
January 14th, 1919

SECOND ANNUAL
MESSAGE

OF

HON. WALTER E. EDGE

Governor of New Jersey

TO THE

ONE HUNDRED AND FORTY-THIRD
LEGISLATURE OF NEW JERSEY

JANUARY 14, 1919



TRENTON, N. J.
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1919

Governor's Message.

GENTLEMEN OF THE LEGISLATURE:

There would be scarcely any occasion for an extended address at this time were it not for conditions growing out of the war. In former messages I outlined in detail a program for reorganization of the State Government along business lines, and with your hearty and unselfish co-operation that program has been fully carried out. You have provided legislation making possible the co-ordination of departmental activities and the centralization of our institutional property and its control. You have given laws looking toward a comprehensive system of State highways, interstate traffic facilities and port and canal development. In short, you have placed on the statute books all the legislation which was deemed necessary to meet both domestic needs and the emergencies of a war period. Some of these physical developments have necessarily been halted because of war responsibilities, but the laws are on the statute books and I look for a rapid resumption of the projects so auspiciously started.

It is particularly gratifying to be able to point to the splendid financial condition of New Jersey, especially in these days when all outlays necessarily have been abnormal. The State is prepared to meet the problems of reconstruction with a free balance in the treasury of over three million dollars, a condition absolutely unprecedented in the history of the State. I shall go into further detail concerning this and the financial affairs in my message concerning the budget.

PREPARATIONS FOR RETURNING SERVICE MEN.

Out of war, however, there arise conditions affecting industry, health, labor and trade which demand the earnest consideration of every State Government, as well as the National Government.

For many weeks our State Department of Labor, through its employment bureau facilities and its careful post-war survey of industry, has been securing the means of livelihood for discharged soldiers and sailors—actually getting them jobs. Other State departments have been quietly studying conditions and preparing and are ready to equip you with all details and possibilities of the situation. By proclamation the efforts of all State and municipal departments and of all organizations have been mobilized and concentrated in one central channel toward the desired end. But more must be done, and on a larger scale. No task confronting you is nearly so important as providing for the smooth, convenient and satisfactory return to peaceful pursuits of the one hundred and fifty thousand Jersey patriots who within the last two years unselfishly gave up their ordinary occupations for military and kindred service. They dedicated their lives to the common cause; the least we can do is to dedicate our resources to their comfort and welfare.

No doubt private business, with its trained efficiency and unflinching resourcefulness, will absorb more of this released labor than we suspect. Nevertheless, it would be nothing short of a tragedy if without proper preparation the millions of men in the military service were to be suddenly and at one time thrown back into a labor market glutted, perhaps, by the slackening of activities naturally to be expected in munition factories and other strictly "war enterprises." The Federal Government appreciates this situation and will doubtless take such steps to meet it as will require the hearty co-operation of all State governments. New Jersey should be ready to give this co-operation without stint, and, as usual, anticipate the responsibility.

PLANS FOR FEDERAL CO-OPERATION.

I bespeak your prompt and earnest consideration of some practical plan for acquiring through co-operative Federal and State action some of the vast acreage of cut-over land in New Jersey, and also cleared land that is idle, for the purpose of providing farm homes for returning soldiers and sailors. New

Jersey has available land—plenty of it—and I am sure we are ready to look after details of obtaining and parceling the farms if the Federal Government will attend to the financing. In the latter function the Federal Government has a much freer hand than the State. As one concrete suggestion, and awaiting definite Federal financing, I call your attention to the possibilities for so safeguarding and refining our Homestead Association Act (P. L. 1888, page 231) that these organizations be encouraged for the purpose of co-operating with the plan of Federal land banks and thus enabling service men to secure valuable farms without a penny of capital. These banks advance fifty per cent. of the purchase price for farm land, taking a mortgage payable in forty annual installments. Our Homestead Associations, if properly stimulated and encouraged, would play an important part in those cases where the seller of the farm declines to take a second mortgage for the balance of the purchase price; the association would take the second mortgage and advance the balance. This is one very successful function of the Hebrew Agricultural Aid Society, endowed with the Baron de Hirsch Fund, and I see no reason why the principle and practice cannot be extended for the benefit of all discharged soldiers and sailors through our encouragement, in every proper way, of associations formed for this purpose and adequately endowed by public-spirited and patriotic citizens of this State.

I submit, also, that the time is opportune for New Jersey to urge the Federal Government to take advantage of our legislation of 1917 and join with New Jersey in the immediate building of a cross-State ship canal. Federal legislation is pending. Here is a public work, not only highly valuable in the interest of the nation's trade, but also offering limitless opportunity for the absorption of labor. Of course, immediate action is essential if the project is to serve the purpose of reconstruction. But nothing is impossible where there is a will. If the Federal Government is ready and acts, I recommend that New Jersey proceed immediately with its part of the bargain. As an augury of good faith let us, at this session, actually appropriate the money, contingent upon favorable action by Congress.

Of course, you will want to make proper financial provision for continuing the State Council of Defense, which will be helpful in all communities in the problems attending demobilization, and also for the Federal-State-Municipal Employment System, which is now exceptionally well organized in our State and already a potent factor in the solution of all employment problems.

STEPS REQUIRING STATE INITIATIVE.

In addition to these steps of co-operation, I believe the problems following demobilization sufficiently important to warrant New Jersey taking the initiative as well.

Public works in both State and municipality which have been held up more or less by embargoes during the war should now be pushed with all intelligent vigor as one solution of the problem. Never was there less excuse for narrow, demagogic objections to the spending of public moneys wisely on needed public improvements. Under any circumstances I question the wisdom of political parties challenging each other or bidding for popular support on the alleged accomplishment of spending less money. New Jersey should spend more than it does on its roads, its institutions, educational and charitable, and improvements in the interest of happy, contented citizenship. Inability to expend public moneys prudently and intelligently is a political liability quite as intolerable as extravagance and waste; in fact, it amounts to the same thing, for public wealth uninvested, like the horse in the stable and idle machinery, represents loss. But, now, facing as we are the necessity of meeting exigencies and emergencies incident to post-war adjustment, the false economy of refusing to progress because progressing costs money is revealed in all its folly and littleness.

PUSH ROAD BUILDING AS ONE SOLUTION.

At this time our greatest public work in New Jersey is the State Highway System, and I believe this project should be pushed so vigorously that it will provide employment for thou-

sands of men returning from military service, if not actually in road building itself, then in the various industries from whence the supplies and equipment for road construction come.

I am aware of the fact that the platforms adopted by both political parties last fall promised a suspension of highway taxation until such time as hostilities ceased and normal prices returned. The first of these contingencies is disposed of; hostilities have ceased. The second is as emphatically satisfied when it is taken into consideration that the only tax levy which this session of the Legislature could possibly suspend would be that of 1919-20, or fees collectable in December next, and I believe it will be conceded that prices of materials and labor will be as nearly normal at that time as we can ever hope to have them. Nothing would be gained by paralyzing highway building in 1920 or later. In fact, actual harm would be done taxpayers of the State, for important roads which must be maintained would be going to rack and ruin in the meantime, occasioning a larger expenditure when the work is taken up ultimately. The sum of about six million dollars has been collected in the past two years under our scheme of raising three million dollars per year for a period of five years for our highway system. Under the first three million dollars contracts have been let for work on ten of the routes outlined, and I am advised by the Highway Department that during the coming year it will be possible to proceed with and complete all of these outstanding contracts, which were temporarily suspended under Federal orders. Again, the department has before it a program covering the work intended for 1919, to be paid for from the second tax levy of three million dollars, and purposes to have plans prepared so that contracts may be let for the work under this program as soon as the construction season opens. Manifestly, this much of the road program, already in process, will afford a large and expanding field for labor, and I feel that nothing should be done which would in any way curtail the activities of the Highway Department subsequently. Let us encourage, too, treatment of dirt roads and other purely county or township highways by some common, State-supervised formula, so that

these roads will not be things apart, but important links in the State chain of highways. The legislative committee will have important recommendations on this subject, and I bespeak your earnest consideration of the concrete form in which the matter will be presented.

HIGHWAY DEPARTMENT SOLIDLY FOUNDED AND PREPARED.

May I at this point digress for a moment to call your attention officially to facts touching upon the thorough organization and actual constructive accomplishments of the Highway Department as constituted in New Jersey. This is important, in my judgment, because it is your plain duty to stimulate and encourage in every way the Highway Department, in the big and important task ahead, if it is soundly organized and prepared for the job. What are the facts? The Highway Department, notwithstanding obstacles due to the war which I have recited elsewhere, is to-day a going concern with outstanding contracts amounting to \$2,500,000.00; and it will be ready in the spring to let additional contracts to the amount of \$3,000,000.00. Considering the State Highway tax levy of \$3,000,000.00, the Motor Vehicle Fund apportioned among counties for road purposes, of \$2,000,000.00, the State Aid Appropriations to counties of \$500,000.00, the Township Aid Fund of \$105,000.00, and the amounts spent by the various counties in conjunction with the State Motor Vehicle Fund and State Aid Fund over which the Highway Department exercises supervision by approval of plans and specifications and inspection—considering these latter amounts of \$3,750,000.00, it will be seen that the annual business of or funds administered by our Highway Department aggregates the grand total of \$9,355,000.00. Contrast this with the further fact that the total annual cost of operating the Highway Department, including salaries, rentals, advertisements, postage, expenses of field forces, expenses of commission and the like, is \$260,000.00, and it will be seen that it costs the State but \$260,000.00 to administer \$9,355,000.00; or a total expense of administration amounting to about three

hundredths of one per cent. Further than this, the Department and its work are furnishing a splendid means for a practical adaptation of the State-use system by furnishing healthful employment to our institutional inmates. We shall have approximately sixteen miles of highway routes under construction by inmate labor during the coming summer, employing about 375 men, of which 225 will be quartered in camps; 75 will live at the Trenton institution, and 75 will live at the Rahway Reformatory. In addition we are mechanically equipped for and propose removing snow from the important Lincoln Highway this winter, and on this work inmate labor will likewise be used. These are facts which I ask you to bear in mind as having an important bearing in connection with any and all legislation concerning the future of New Jersey's highways.

OTHER SUGGESTIONS FOR INDUSTRIAL STIMULATION.

In addition to the highway system, New Jersey holds much opportunity for assisting on its own initiative in the solution of the labor and industrial problems.

First, for instance, New Jersey is the very center of shipbuilding activity. It may be that you will be called upon to provide legislation assisting in giving permanency to these great shipbuilding establishments which have reared themselves practically overnight upon salt marsh. Any suggestions would naturally come from the industry itself.

Second, practical legislation may be found necessary in order that our public school system may lend itself to the ready rehabilitation of soldiers and sailors wounded in the military service.

Third, our river traffic and port projects can be so encouraged that a new demand will be created there for labor and industrial supplies.

Finally, let us not forget that the surest and most lasting policy to adopt in order to insure employment for all classes is to encourage business activity; to offer every co-operation with the construction of public works. Private business should be assured

that there will be no unnecessary interference and, with the resumption of activity in all lines, idle labor will readily be absorbed and the problem of employment will solve itself.

All the charts and surveys in the world and all the high sounding, demagogic, Utopian theories for solving the problem over night to the contrary notwithstanding, the only solution to the unemployment problem is to provide the man with a job. Encourage healthy, legitimate business enterprise, and in the natural order of things the jobs will be waiting for the men to fill them.

I feel confident you will grasp every opportunity, respond to every call.

A STATE GRATEFUL TO ITS HEROES.

By way of summarizing the industrial adjustment subject, let me say that unless we fully measure up to the vital needs of the day we are showing ourselves less efficient, less arduous in our patriotism, than those fellow citizens who risked everything, sacrificed all, for our political salvation. They have fought our battles of war for us; now let us fight their battles of peace for them. The heart of every Jerseyman quickens with pride and adoration as we contemplate their patient fortitude and cheerful sacrifices amid the cruel punishment and indescribable discomforts of St. Mihiel, their stout courage under the fire baptismal of Bonvaux Wood, their dogged persistency in the Argonne and before Verdun, and their irresistible valor and triumphant achievement on the Meuse and at Sedan. Our enthusiasm is unbounded, our appreciation defying expression, when we realize that it was the Jersey doughboy who pointed the wedge that crumbled the citadel of Hun defiance at Grandpre, that when hostilities ceased it was the Jersey doughboy who was right at the heels of autocracy's forces, fleeing in disorder across the Meuse and beyond. Ungrateful, indeed, we would be if we did not take every means to demonstrate our appreciation. The mayors of New Jersey's cities, as you know, are striving as a body to arrange for a proper celebration, uniform throughout the State, in honor of the homecoming of our warriors. Their

further object is to encourage the construction of necessary public improvements in all communities as memorials, suitably dedicated to the heroism of the Jersey boys of 1918. As a State we shall want to encourage these practical plans in every possible way, and legislation will probably be submitted to you to give municipalities more power in this connection.

HISTORY OF JERSEYMEN IN THE WAR.

All of us are so proud of the courageous achievements and recognized efficiency of Jerseymen in the war, so deeply appreciative of their noble sacrifices, that we would do more than celebrate, erect memorials and provide opportunity in civil life for those so fortunate as to return to us. We would collect and preserve and hand down to posterity the glorious record of their unselfish dedication and fine patriotism. I most earnestly ask for legislation authorizing and financing the preparation and publication of an official honor roll which will contain a complete historical sketch of every Jersey soldier's participation in the greatest war of all history. In order that this important work may be carried out thoroughly and expeditiously, under some responsible State head and yet without necessitating the creation of any new bureaus or boards when our present policy is to consolidate and co-ordinate governmental machinery, I suggest that in this legislation the State Librarian be charged with the responsibility of successfully completing this task, at a proper additional compensation, in order that the appropriation may be expended under his personal direction and supervision, and conducted in co-operation and collaboration with the State Adjutant General and such Federal departments as may be found necessary.

ENCOURAGEMENT OF EDUCATION IN HEALTH.

Public health as a responsibility of government has taken on new importance as a result of war-taught lessons. The operation of the national selective service regulations disclosed a percentage of physical disability wholly inexcusable in an enlightened age.

Practically one-third of those called in the draft were found physically defective. What a travesty on our present policy in this connection, and what an opportunity for a real State investment! Our duty is to correct it by paying more attention to child hygiene, and I recommend not only that you continue to give the State's financial support to the Federal-State campaign of education, but also that you revise the school laws of the State in order that this vital subject of child hygiene be given the relative position among functions of the public school that its importance demands. The war has taught us the value of preventive medicines and given physicians and nurses equal eminence as educators with teachers in our schools and colleges. It has taught us the necessity of a new and more understandable relationship between the home, the school and the factory; that we must employ the powers of government to protect the bodies of our school children and our young workers from impairment, to save their brains and their souls from starvation.

PRACTICAL MEASURES AGAINST VENEREAL DISEASES.

One of the gravest public evils and dangers greatly emphasized, if not entirely disclosed, by the war calls aloud for intelligent, concerted public treatment. I refer to the alarming prevalence of venereal disease. Neither a false sense of the delicacy of the subject nor a natural desire to shift responsibility for a complex problem to the medical profession should influence us against facing this condition very frankly and using the powers of government to improve it in the interests of humanity. An official United States Army report informs us that three per cent. of the million draftees whose examination blanks first reached the Adjutant General's office in Washington had a venereal disease when they reported at camp; that out of every one hundred men reporting from New Jersey in this first class of a million draftees one and fifty-five hundredths per cent. was afflicted. I am informed that over six thousand cases were under treatment at Camp Dix during a period of about six months; that the treatment of such cases at Camp Dix alone cost the Government some-

thing like \$70,000 per month, not to mention the fact that of course the victims were useless from a military standpoint, and therefore added so much to the average cost per man of equipping the soldier for fighting. Reliable surgeons inform me that all of these cases were contracted prior to enlistment; that the men in many cases labored under the impression that they did not have the disease, owing to the faulty character of the treatment which they had received either from the drug store or from physicians unskilled in the special treatment required. Of course, all this ugly evidence discloses the lack and the vital necessity of some established place in all large communities where the proper treatment for these diseases may be had. I appreciate that New Jersey has legislation which makes the reporting of venereal disease cases obligatory. Reporting is all right as far as it goes, but the mere reporting of a disease neither prevents nor cures it. What is most needed is an easily accessible place where the right kind of treatment may be given without cost or embarrassment. Under the terms of the Chamberlain-Kahn bill New Jersey has received an appropriation of about \$27,000 from the Federal Government for the campaign against venereal diseases, and the Federal Director for New Jersey is established here and doing good work. I understand that hereafter no appropriation will be forthcoming from the Federal Government for this purpose unless the State itself makes an appropriation, in which event the United States will duplicate the State appropriation up to \$27,000. I very strongly urge the passage of an act which will not only fix a sum for New Jersey to appropriate in connection with the Federal plan of co-operation, but which will also, in some practicable way and under the Federal Director as a general State supervisor, encourage all larger municipalities and counties where no large cities are located to establish and maintain dispensaries in connection with municipal or other hospitals, or, apart from such institution, where venereal disease may be treated free of charge and under the direction of competent physicians and surgeons responsible to the local governments and to the State. It occurs to me that our State policy toward the effective treatment of tuberculosis could be made to apply in

a very practical way to the venereal disease scourge. Some New Jersey cities are voluntarily experimenting with intensive treatment of venereal diseases, but the effort should be uniform throughout the State since the disease is confined to no particular locality.

ADDED POWER FOR HEALTH AUTHORITIES.

I would also call your attention to the necessity of clothing our State Department of Health with added powers in order that it may the more adequately cope with general epidemics; that is, epidemics which are not confined to any one locality, such as occurred recently in endeavoring to carry out a State policy to meet the ravages of influenza. The department should have full power to enforce necessary quarantine regulations anywhere.

I have already recommended that the school laws be changed so that additional means may be found for the re-education of wounded soldiers and sailors, and in order that more attention be given to the physical well-being of our young manhood and womanhood. In addition to this I understand that a comprehensive report will be made to you by the Legislative Committee, which for some time has been investigating the school laws with a view to necessary revision. I recommend laws which will carry out the practical recommendations of this committee.

A NEW VISION FOR THE PUBLIC SCHOOL.

Conditions existing previous to our participation in the world war disclosed the fact that heretofore our devotion to the fundamental principle of an open door to all nationalities asking political and religious freedom has blinded us to the necessity, as a matter of self-preservation, of the prompt Americanization of foreigners voluntarily taking up their residence in America. As a factor in such Americanization the potency and effectiveness of the public school system cannot be overestimated. The language and customs of America, including the political fundamentals upon which this government was erected, and the duties and

responsibilities of citizenship, should take on new importance in the public school curriculum. A way must be found to teach them by the same practical and resultful method which has enabled hundreds of thousands of American boys, devoting only a few hours each week to the study of French during the period of military service of only six months in France, to speak French very comfortably and with an average vocabulary of a thousand words. I speak of this because it seems to me to contrast very sharply with the fact that in the past the average student of our school and college has shown considerably less mastery of foreign language after from four to six years of effort. In our revision of the school laws I believe we at all times should give preference to the practical over the purely theoretical; that we should guard our schools no less against the selfish or misguided schemes of the faddists than against the passiveness and idolatry of the past which keeps us in a rut. Legislation tending to further remove the schools from political control and to attract to the teaching profession through adequate salaries and congenial environments men and women of high attainment and ambition to serve commensurate with their ability, will assist us to reach the goal so much sought in public education.

FUTURE MILITARY POLICY OF STATE.

It is much too early to formulate a definite military policy for the State. This, of course, must be wholly contingent on the military policy definitely adopted for the future by the Federal Government. Our National Guard lost its former unit identity in the process of federalization. Will there be a National Guard in the future? Will the National Guard Army be discharged as U. S. N. G. A. Reserves? Will the status and the national policy be such that the States would be in a position, if they saw fit, to revive National Guard organizations as such? The answers to these propositions can be merely conjectured. In the meantime, I conceive it to be our duty to continue and encourage in every possible way the present State Militia. Further, I recommend that you provide any additional legislation that may be needed to

continue, until we see further, the State Militia Reserves, for like the State Council of Defense, these local organizations will prove helpful in the work of reconstruction and industrial adjustment. Where we have the organization, it is merely a matter of detail to rearrange its functions.

SOLDIERS' VOTING ACT CHANGES.

While the war is over it is possible that a considerable number of Jersey men may be called upon to remain away from their legal residences in camps here or abroad for some time to come. In view of this fact I believe certain changes should be made in the soldiers' voting act based upon the recent and rather unsatisfactory experience. The provisions in the present statute obliging voting upon informal ballots to be done on election day and thereby necessarily allowing the boards of canvassers a period of thirty days after election in which to count ballots is, in my judgment, impractical and a direct invitation to fraud. The law should be so amended that the balloting may be done in a period sufficiently in advance of election day to make possible the receipt and counting of all ballots within a period not longer than ten days following the election. Certain duties imposed upon the Secretary of State in the present statute, such as ascertaining the names and post-office addresses of all men in the service at a certain period, have been found impossible of performance, and therefore should be modified in order that invitation for successful legal attack on technicalities be removed.

REFORM OF PENSION SYSTEM.

A legislative commission has been investigating State and municipal pensions as they apply to public school teachers, policemen, firemen and other public employees. This commission has reached the conclusion that our pension system is not on a sound financial basis, and that in some instances the pension methods are inequitable and unfair alike to the tax payers and to the class of employees affected. Of course, this is a situation so serious that

it merits prompt and earnest legislative consideration. I recommend the careful consideration of bills which will be presented to you for the purpose of correcting the evils disclosed.

POSSIBILITIES OF HEALTH INSURANCE.

No consideration of genuine pension reform, however, can be complete unless it contemplates as the logical and ultimate foundation of the pension system health insurance. I know what a vast subject this is and appreciate the difficulties which have conspired to make all past attempts at consideration merely cursory and superficial. Yet I cannot refrain from leaving it with you as a thought, whether it is found practicable to attempt it in this session or postpone it for further consideration. Health insurance would seem to be even more vitally important to any pension system than New Jersey has found compensation insurance to be to its workmen's compensation system; in fact, health insurance would provide additional supports for our workmen's compensation system by conserving the physical vigor of our people against the constantly increasing demands of industry upon physical endurance. By automatically providing medical care and health instruction it is both curative and preventive and therefore must certainly operate to reduce the burden of any compensation or pension system, no matter what class of private or public employees are affected.

INCREASED COMPENSATION FOR INCAPACITATED WORKMEN.

It is our duty, it seems to me, to take into consideration at this time the fact that altered living conditions, involving greater expense in all human activity, have rendered the schedule adopted originally with our New Jersey Workmen's Compensation Act out of date and inadequate. The schedule needs revision in proportion as it requires more money to-day for the family of an injured workingman to live and for the latter to secure satisfactory treatment and aid than it did at the time our law was enacted. New Jersey was the first State in the Union to pass a satisfactory

compensation act as a fair and sensible substitute for the old, unfair, costly and wholly unsatisfactory method of emphasizing through law suit an employer's liability. We have an admirable statute and we are justly proud of it. Nevertheless, it may not be expected to remain a thing of admiration and an instrument of exact justice unless we keep it up to date and in concert with changing conditions. I firmly believe employers will heartily agree that the present rates of compensation are inadequate to meet the needs of the incapacitated workingman and his family or other dependents. To this extent the law should be improved.

RE-EDUCATION, REHABILITATION FOR INJURED WORKMEN.

While we are considering improvements in our Workmen's Compensation Law and health insurance, may I suggest that the principle of physical rehabilitation, and vocational training and guidance should eventually be extended to the industrial worker, as well as the injured soldier. It would certainly seem to be a far better economic proposition to expend the compensation stipulated for such rehabilitation and vocational instruction as might be necessary to make an injured worker a self-supporting citizen rather than to have this income expended with the sole thought of tiding the injured worker over the period when he is physically unable to work and leaving him at the last payment utterly unable to properly assume his previous obligations.

Neither is it sound policy to make payment of compensation predicated upon a moneyed consideration for a permanent injury, if a plan could be devised by which the man so afflicted could be placed in the position of a self-supporting worker rather than that of a pensioner. Moreover, the worker should not be penalized for an injury by being made solely a dependent. Re-education, fitting him for some service of a valuable nature, removes him from a personal humiliation that he never deserved and is far more businesslike.

This subject is worthy of particular attention at this time by reason of the fact that much thought and energy will be given to

this problem in helping the wounded soldiers, and much practical benefit can be derived from the experience gained. The organization and equipment found necessary for helping the soldiers could perhaps be made available for the injured industrial worker. I commend this undertaking to your careful consideration.

ADEQUATE REVENUE FROM STATE SERVICE.

In these times, when the burden upon taxpayers generally is necessarily heavy, owing to both national and local demands, it seems to me very important that the State should receive all possible revenue that may in justice be expected for State service. Last year legislation of this character was provided resulting in many thousands of dollars of additional revenue, particularly in the Department of Labor. May I suggest that department heads be consulted by legislative committees for suggestions upon similar legislation this year?

TOLL BRIDGES.

Your attention will be directed to confusion in existing laws for the elimination of toll bridges. I urge amendatory legislation, so that a workable proposition, alike in Pennsylvania and New Jersey, may be devised for the condemnation of these structures when that course is necessary.

GROSS RECEIPTS TAX ACT.

While it is generally conceded that the gross income tax is a more scientific method than the old property tax, still I am sure it was not the intent of the last Legislature that the gross receipts tax act upon public utility companies should operate to the disadvantage of any municipalities through loss of revenue. If upon investigation such a result is apparent, I recommend added legislation designed to correct this situation, but maintaining the new system.

POST-WAR HOUSING PROBLEMS.

When the war started the State Department of Labor had made considerable progress on a plan to have manufacturers locating in suburban towns give consideration to a housing program at the same time that the sufficiency of their factory building and equipment was being passed upon by State officials. Of course, the war interrupted any extensive operation of the plan, but if anything, the elaborate housing programs engineered by the great industries springing up as a result of the war merely served to emphasize the importance of government paying attention to housing conditions as well as to the safety and comfort of factory construction. I heartily favor any legislation which may be found necessary in order that through our Department of Labor, and perhaps with the co-operation of Federal authorities, a standard housing plan may be adopted in connection with our industries and effectively carried out. It encourages healthful home surroundings and town development and discourages overcrowded tenements with the many consequent evils arising thereby.

A PERSONAL WORD.

I look forward with absolute confidence to a businesslike session, which will adequately serve the real needs of the hour and yet omit legislative surplusage serving purely personal ends and clogging the statute books. I feel certain that the even division of political power in one branch of the Legislature will not in any way interfere with the harmonious relations which we have hitherto enjoyed in our common task, or militate in any way against legislation so urgently needed in the interests of national and State welfare. I offer executive co-operation of the heartiest character, without regard to the personal or political authorship of bills, to the end that this session may well serve the purposes and needs of the people whom we represent.

May I embrace this opportunity, the last general message I shall submit to you, to express my earnest and sincere appreciation of the uniform co-operation and consideration those of you returning have universally shown, and to express the conviction that this relationship will continue whatever our separate responsibilities may be.

WALTER E. EDGE,
Governor.

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A. of A.

Document No. 5

ANNUAL REPORT

OF THE

Comptroller of the Treasury

OF THE

STATE OF NEW JERSEY

For the Fiscal Year Ending June 30th, 1918

ANNUAL REPORT

OF THE

COMPTROLLER OF THE TREASURY

OF THE

State of New Jersey

For the Fiscal Year Ending June 30th, 1918

CAMDEN, N. J.:

SINNICKSON CHEW & SONS CO., PRINTERS

1918.

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REPORT

STATE OF NEW JERSEY,
OFFICE OF THE COMPTROLLER OF THE TREASURY,
TRENTON, N. J., July 1, 1918.

To the Senate and General Assembly:

Pursuant to the provisions of Chapter 144 of the Laws of 1918, which act was approved February 27, 1918, the fiscal year of the State was changed to begin on the first day of July and end on the thirtieth day of June, on and after July 1, 1918.

This change shortened the then current fiscal year from twelve months' period to eight months. The act referred to directed the Comptroller, and made it his duty, to make a proper apportionment of all moneys appropriated for the expenses of any Department, Board, Commission, etc., of the State Government for the fiscal year beginning November 1, 1917, to meet the requirements made necessary by the act.

Complying with the provisions of this act, requisitions were approved for the various Institutions, Departments, etc., for proportionate amounts of appropriations granted, exceptions being made only in cases where emergencies were shown to exist, and where it was absolutely necessary in order to maintain the Institutions owing to the increased cost of foodstuffs and supplies.

The change in the fiscal year was accomplished with very little confusion, owing to the fact that co-operation on the part of the various Departments and Institutions was evidenced.

It has been my endeavor to facilitate the payment of State accounts, and in order to accomplish this, various changes have been made in the requisition blanks, bills and other forms used, in order that unnecessary work may be eliminated and yet still conform to the requirements of the various acts relating to the Department. It is my endeavor to have payment of all bills met during the same month they are presented, taking advantage of all discounts, and eliminating complaints as to delay in payment

COMPTROLLER'S REPORT.

of bills on the part of those furnishing merchandise to the State. To a considerable extent this has been accomplished, and I am still working to further these ends.

The last Legislative Session reduced the item in the Annual Appropriation Act for printing and binding of public documents from \$80,000.00 to \$50,000.00, thus expressing their intention of eliminating the unnecessary printing of public documents. Having this in mind, and being a member of the Printing Board, it will become my duty to request that considerable matter heretofore printed in the reports of the various Departments shall be eliminated to the greatest extent possible. Having this end in view, I have eliminated in my report numerous tables and comparisons in the various accounts with years previous.

I call attention to this fact in the hope that other State officials may make note of the same and co-operate with me in this, particularly in order that the cost of printing and binding reports of the various State Departments and Commissions may be greatly reduced.

In the detailed accounts of receipts, comparison with the previous fiscal year has been omitted, as such a comparison would be of little or no value in attempting to compare the revenues, owing to the fact that the fiscal year for which this report is rendered covers a period of only eight months.

I have the honor to submit the following report of the transactions of this Department for the fiscal year ending June 30, 1918, being the period from November 1, 1917, to June 30, 1918, in compliance with the act creating the office of the Comptroller of the Treasury and defining his duties:

STATE FUND.

Gross receipts, June 30, 1918.....	\$16,517,909 55
Balance, October 31, 1917.....	6,395,705 22
Total	\$22,913,614 77
Gross disbursements	13,457,544 46
Balance, June 30, 1918.....	\$9,456,070 31

The cash balance in the Treasury at the close of the year amounted to \$9,456,070.31, an increase over the balance at the

close of the previous year of \$3,060,365.09. The increase in the balance June 30, 1918, is accounted for from the fact that the payment of railroad tax, 1917-1918, received during the year, is not disbursed to counties for school purposes until September 1, 1918. The balance June 30, 1918, incident to State Fund is as follows:

Balance, June 30, 1918.....	\$9,456,070	31
Allotment of railroad taxes to counties for school purposes	\$3,143,146	62
Amount of road tax collected to June 30, 1918, to be transferred to State Road Fund...	25,959	91
	<u>3,169,106</u>	<u>53</u>
Balance, June 30, 1918, for State uses.....	<u>\$6,286,963</u>	<u>78</u>

The following statement shows in condensed form the gross receipts and disbursements of the State Fund:

RECEIPTS.

From Railroad Corporations	\$5,495,360	65
" State Highway Department (State Road Fund).....	4,887,043	93
" Transfer Inheritance Tax.....	2,930,409	45
" Miscellaneous Corporations	1,351,977	30
" Department of Banking and Insurance.....	509,464	51
" State Hospital at Morris Plains.....	185,372	47
" Allowance from Motor Vehicle Account, 1918.....	161,800	00
" State Hospital at Trenton.....	131,438	63
" Interest on Deposits.....	121,416	75
" Secretary of State.....	98,075	73
" Board of Fish and Game Commissioners.....	70,910	84
" Village for Epileptics.....	64,910	63
" New Jersey Reformatory.....	60,290	73
" State Prison	55,157	40
" Agricultural Experiment Station.....	53,647	49
" State Normal School, Trenton.....	50,981	29
" Clerk of the Supreme Court.....	46,792	44
" Clerk in Chancery.....	34,785	30
" Home for Disabled Soldiers, Kearny.....	29,518	48
" State Normal School, Montclair.....	22,164	49
" Government Aid for Vocational Schools.....	21,386	78
" Judicial Fees	19,417	96
" Department of Labor.....	17,307	11
" Board of Shell Fisheries.....	9,769	25
" Dividends	9,435	00
" Home for Disabled Soldiers, Sailors, etc., Vineland..	8,613	43

COMPTROLLER'S REPORT.

From Manual Training and Industrial School for Colored

Youth	\$7,711 63
" Sanatorium for Tuberculosis Diseases.....	7,658 62
" Department of Agriculture.....	7,507 72
" State Home for Boys.....	7,125 54
" Department of Health.....	6,818 83
" Commissions	5,375 00
" State Institution for Feeble-Minded.....	4,948 22
" Colonies for Feeble-Minded Males.....	3,803 26
" Department of Conservation and Development.....	2,660 61
" State Board of Architects.....	2,000 00
" State Board of Taxes and Assessment.....	1,923 26
" New Jersey School for the Deaf.....	1,483 16
" State Board of Optometrists.....	1,417 58
" State Home for Girls.....	1,405 94
" Commission for the Blind.....	1,319 18
" Academic Certificate Fund.....	1,116 00
" State Reformatory for Women.....	947 31
" Commissioner of Education.....	616 28
" State House Commission.....	595 74
" State Board of Registration and Examination in Den- tistry	459 76
" Detective Bureau Licenses.....	400 00
" Office of the Treasurer, Department of Municipal Ac- counts	330 00
" Board of Commerce and Navigation.....	322 96
" Trenton Battle Monument.....	303 90
" Public Library Commission.....	290 80
" State Athletic Commission.....	268 15
" Health Officers, Port of Perth Amboy.....	216 00
" State Board of Pharmacy.....	206 74
" Board of Public Utility Commissioners.....	194 06
" State Normal School, Newark.....	177 74
" Licenses from Private Asylums.....	175 00
" State Board of Examiners of Nurses.....	170 06
" State Board of Tenement House Supervision.....	139 45
" Adjutant General's Department.....	130 50
" State Emergency Fund.....	77 37
" Attorney General's Department.....	61 34
" State Board of Medical Examiners.....	49 13
" Office of Secretary of State, Department of Motor Vehicles	20 00
" Old Barracks Association.....	16 33
" Civil Service Commission.....	10 36
" Department of Charities and Corrections.....	7 90
" National Guard	08

Total \$16,517,909 55

COMPTROLLER'S REPORT.

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DISBURSEMENTS.

For State Highway Department (State Road Fund)	\$6,307,645 33	
" Public Roads	127,088 09	
		\$6,434,733 42
" State Hospital at Morris Plains.....	\$582,996 64	
" State Hospital at Trenton.....	444,847 66	
" Village for Epileptics.....	221,525 54	
" County Lunatic Asylums.....	210,920 34	
" State Institution for Feeble-Minded.....	151,054 25	
" Sanatorium for Tuberculous Diseases..	127,162 17	
" County Tuberculosis Hospitals.....	125,423 60	
" Blind and Feeble-Minded.....	90,171 08	
" State Board of Children's Guardians...	34,635 33	
" Colonies for Feeble-Minded Males.....	28,614 31	
" Home for Feeble-Minded Women, Vine-land	17,703 99	
" Commission for Blind.....	11,190 88	
" State Hospitals	756 43	
" State Charities Aid Association.....	600 00	
" Additional Accommodations for Insane.	136 21	
		2,047,738 43
" Industrial Education	\$259,262 47	
" State Normal School, Trenton.....	165,994 29	
" Vocational Schools	121,462 89	
" State Normal School, Newark.....	98,242 07	
" State Agricultural College.....	91,432 98	
" State Normal School, Montclair.....	89,629 19	
" Manual Training and Industrial School for Colored Youth.....	69,266 72	
" Commissioner of Education.....	69,142 72	
" New Jersey School for the Deaf.....	65,945 37	
" County Superintendents	42,000 00	
" Government Aid for Vocational Schools	21,386 78	
" New Normal School.....	16,110 28	
" Teachers' Retirement Fund.....	8,412 05	
" State Board of Examiners.....	7,572 27	
" Evening Schools for Foreign-Born Residents	4,148 49	
" Academic Certificate Fund.....	1,906 37	
" State Board of Education.....	1,816 65	
" Teachers' Institutes	1,349 36	
" Summer Courses in Agriculture, etc....	488 74	
" Committee on Education.....	275 65	
" Teachers' Libraries	100 00	
		1,135,945 34

COMPTROLLER'S REPORT.

For State Prison	\$371,243 91	
" New Jersey Reformatory.....	218,971 75	
" State Home for Boys.....	119,224 00	
" State Home for Girls.....	82,278 02	
" State Reformatory for Women.....	57,181 73	
" Prison Labor Commission.....	2,419 69	
		\$851,319 10
" National Guard	\$301,342 52	
" Adjutant General's Department.....	12,692 91	
" Quartermaster General's Department...	12,087 55	
" Sea Girt Cottage.....	2,311 76	
" Naval Reserve	839 41	
		329,274 15
" Supreme Court	\$122,480 75	
" Court of Chancery.....	103,352 84	
" Office of Clerk in Chancery.....	34,499 87	
" Office of Clerk of the Supreme Court...	17,937 14	
" Stenographic Reporters	11,655 41	
" Court of Errors and Appeals.....	10,425 54	
" Law and Equity Reports.....	8,172 36	
" First Supplement of Compiled Statutes.	7,203 75	
" Court of Pardons.....	3,705 00	
		319,432 66
" Agricultural Experiment Station.....	\$130,752 42	
" Department of Agriculture.....	71,882 49	
" State Horticultural Society.....	1,941 25	
		204,576 16
" Home for Disabled Soldiers, Kearny....	\$104,218 50	
" Home for Disabled Soldiers, Sailors, etc., Vineland	93,820 86	
		198,039 36
" Pensions of Teachers and School Officers	\$155,023 31	
" Pensions	7,981 26	
" Judicial Retirement Fund.....	4,999 86	
" Pension Retirement Commission.....	4,769 40	
" Annuity for Widows of Governors.....	1,800 00	
		174,573 83
" Office of Secretary of State, Department of Motor Vehicles.....	\$133,489 17	
" Office of the Secretary of State.....	36,048 75	
		169,537 92
" Transfer Inheritance Tax.....		167,248 62
" Commission on Elimination of Toll Bridges.....		120,023 04
" County Boards of Taxation.....	\$67,101 60	
" State Board of Taxes and Assessment..	45,025 78	
		112,127 38
" State House Commission.....		109,392 11

COMPTROLLER'S REPORT.

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For Legislature		\$105,769 30
" Board of Public Utility Commissioners.....		91,957 82
" Department of Labor.....		90,526 59
" Department of Health.....	\$89,154 84	
" Health Officers, Port of Perth Amboy...	833 12	
		89,987 96
" Board of Commerce and Navigation....	\$52,975 02	
" Commission on Port Development.....	12,222 58	
" Shark River Inlet, Monmouth County...	4,001 91	
" Department of Inland Waterways.....	1,839 19	
		71,038 70
" State Emergency Fund.....		62,455 57
" Printing	\$59,469 65	
" Department of Public Reports.....	1,744 64	
		61,214 29
" Department of Conservation and Development.....		59,800 09
" Commissioners of Palisades Inter-State Park.....		57,929 19
" State Board of Tenement House Supervision.....		50,969 27
" Department of Banking and Insurance.....		44,328 97
" Office of the Comptroller.....		39,909 67
" Civil Service Commission.....		39,511 68
" Board of Shell Fisheries.....	\$26,093 20	
" Board of Fish and Game Commissioners	10,702 78	
" State Board of Fisheries.....	527 38	
		37,323 36
" Public Library Commission.....	\$17,623 80	
" State Library	8,100 28	
		25,724 08
" Attorney General's Department.....		25,564 55
" Office of the Treasurer.....		22,217 09
" Executive Department		20,482 63
" Department of Architecture.....		15,585 62
" Department of Charities and Corrections	\$8,588 51	
" Commission to Investigate Condition of Charitable Institutions	2,543 14	
" N. J. Conference of Charities and Cor- rections	600 00	
		11,731 65
" Joint Judicial Investigating Commission.....		9,247 72
" Home Rule Commission.....		9,000 00
" Department of Weights and Measures.....		8,691 42
" Refunding Taxes on Miscellaneous Corporations.....		6,858 85
" Emergency		5,824 89
" Washington Association of New Jersey.	\$2,500 00	
" Washington Rock Park Commission....	1,618 10	
" Trenton Battle Monument.....	721 58	
" Red Bank Battle Monument.....	500 00	
" Monmouth Battle Monument.....	484 94	
		5,824 62

COMPTROLLER'S REPORT.

For Budget Act Expenses.....	\$3,243 80
" Office of the Comptroller and Treasurer.....	3,000 00
" Old Barracks Association.....	2,500 00
" Commission for Survey of Municipal Financing.....	1,783 38
" Portraits	1,000 00
" State Board of Medical Examiners.....	750 00
" New Jersey Inter-State Bridge and Tunnel Commission	728 42
" Preservation of Records.....	424 71
" Athletic Commission	268 15
" Conference of Governors.....	150 00
" Passaic Valley Sewage Consolidation Commission.....	126 95
" Burial Grounds	50 00
" Commission to Revise Corporation Laws.....	41 35
" Inauguration Ceremonies at Washington.....	40 60
Total	<u>\$13,457,544 46</u>

STATE SCHOOL TAX.

Receipts	\$7,314,863 53
Disbursements	<u>\$7,314,863 53</u>

STATE ROAD FUND.

Receipts	\$5,188,976 92
Balance, June 30, 1918.....	<u>\$5,188,976 92</u>

LOCAL TAX ON RAILROAD CORPORATIONS.

Receipts	\$2,601,657 46
Disbursements	<u>\$2,601,657 46</u>

SECRETARY OF STATE, DEPARTMENT OF MOTOR VEHICLE
REGISTRATION AND REGULATION.

Balance on hand, November 1, 1917.....	\$756,604 13
*Receipts, 1918	263,405 98
Total	<u>\$1,020,010 11</u>
Disbursements	<u>1,020,010 11</u>

* This amount was credited to the "Motor Vehicle Fund" and afterward transferred to the "State Road Account", State Fund.

COMPTROLLER'S REPORT.

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HUNTERS' AND ANGLERS' LICENSE FUND.

Balance on hand, November 1, 1917.....	\$36,474 93
Receipts, 1918	91,994 31
Total	\$128,469 24
Disbursements	128,469 24

GOVERNMENT AID FOR VOCATIONAL SCHOOLS.

Receipts	\$30,347 06
Disbursements	1,277 76
Balance, June 30, 1918.....	\$29,069 30

INCOME FROM INSURANCE FUND.

Balance, November 1, 1917.....	\$8,324 90
Receipts, 1918	3,615 52
Total	\$11,940 42
Balance, June 30, 1918.....	\$11,940 42

FOREST RESERVE FUND.

Balance, November 1, 1917.....	\$8,264 00
Disbursements	102 91
Balance, June 30, 1918.....	\$8,161 09

STATE ATHLETIC COMMISSION.

Receipts	\$1,646 75
Balance, June 30, 1918.....	\$1,646 75

STATE WATER SUPPLY COMMISSION, SPECIAL SURVEY FUND.

Balance, November 1, 1917.....	\$42 07
Disbursements	\$42 07

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INSURANCE FUND.

Securities:

Riverside Township, Burlington County, School Bonds, 5 per cent.....	\$50,000 00
City of Wildwood, Cape May County, Water Bonds, 5 per cent.....	41,000 00
Bergenfield, N. J., Registered School Bonds, 5 per cent.	9,000 00
	<u>\$100,000 00</u>

TREASURY BALANCES, JUNE 30, 1918.

Accounts.	Balances.	Available for State Uses.	Unavailable for State Uses.
State School Fund:			
Income	\$420,604 68		\$420,604 68
Investment	147,067 43		147,067 43
State Athletic Commission...	1,646 75		1,646 75
Forest Reserve Fund.....	8,161 09		8,161 09
Income from Insurance Fund.	11,940 42		11,940 42
Government Aid for Vocational Schools	29,069 30		29,069 30
State Road Fund.....	5,188,976 92		5,188,976 92
State Fund	9,456,070 31		
Railroad Tax to Counties for Schools			3,143,146 62
State Road Fund.....			25,959 91
Available for State Uses..		\$6,286,963 78	
Balances	\$15,263,536 90		
Available for State Uses.....		\$6,286,963 78	
Unavailable for State Uses.....			\$8,976,573 12

DEBT OF THE STATE.

Certificates of the State issued to the Commissioners of the Agricultural College, pursuant to Chapter 417 of the Laws of 1895, amounting to \$116,000.00, is the only debt of the State.

Under an act of Congress of the United States, approved July 2nd, 1862, entitled "An act donating public lands to the several

States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," there was invested for the benefit of the State Agricultural College the sum of \$116,000.00 in the war bonds of the State, being the proceeds from sales of land scrip. The war bonds have all matured and been paid. Owing to the inability of the Commissioners to invest the said sum of \$116,000.00 conformably to the said act of Congress, which provides, "That all moneys derived from the sale of the lands aforesaid by the States to which the lands are apportioned, and from the sales of land scrip hereinbefore provided for, shall be invested in stocks of the United States, or of the States, or some other safe stocks, *yielding not less than five per centum upon the par value of said stocks,*" the Legislature, at the session of 1895, passed an act authorizing the Commissioners to transfer and pay over, as money shall be by them received, to the Sinking Fund of this State, and authorizing the State Treasurer and Comptroller to issue and deliver therefor to said Commissioners a certificate of this State to the effect that the State will pay to said Commissioners five per centum annually of the amount so paid into or transferred to the Sinking Fund.

Under an act approved April 8th, 1903, the Sinking Fund has been assigned and is now a part of the permanent School Fund of the State.

The assets of the State Fund consist of 1,887 shares of stock of the United Railroad and Canal Company of New Jersey, the market value of which amounts to about \$350,000.00.

RECEIPTS AND DISBURSEMENTS FOR 1918-1919.

The estimate of receipts from all sources for State uses for the fiscal year ending June 30, 1919, is shown in the following statement:

From Transfer Inheritance Tax.....	\$3,500,000 00
" Railroad Corporations, amount to be apportioned and paid to Counties for School Purposes, pursuant to Chapter 341, Laws of 1913.....	3,100,000 00
" Miscellaneous Corporations	2,400,000 00
" Railroad Corporations	2,200,000 00
" Department of Banking and Insurance.....	450,000 00

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From Interest on Deposits.....	\$150,000 00
" Allowance from Motor Vehicle Fund.....	150,000 00
" Secretary of State.....	130,000 00
" Clerk of the Supreme Court.....	75,000 00
" State Prison	70,000 00
" Clerk in Chancery.....	50,000 00
" Miscellaneous Sources	30,000 00
" Judicial Fees	25,000 00
" Dividends	18,870 00
" Board of Shell Fisheries.....	15,000 00
" Department of Labor.....	15,000 00
" Department of Health.....	8,000 00
" Department of Agriculture.....	7,000 00
" Commissions	6,000 00
" Department of Conservation and Development.....	5,000 00
Total	\$12,404,870 00
Balance on hand, June 30, 1918, for State Uses.....	6,286,963 78
Estimated resources for the year 1918-1919.....	\$18,691,833 78

The above estimate does not include receipts from Institutions and Commissions as provided by Chapter 153, Laws of 1918, as such receipts are available for maintenance, pursuant to Chapter 41, Laws of 1908.

Resources:

Balance for State Uses.....	\$6,286,963 78
Estimated receipts for the current fiscal year.....	12,404,870 00

Total resources for the fiscal year 1918-1919... \$18,691,833 78

Obligations:

Amount of Annual Appropriation Act now current	\$9,755,045 57
Estimated amount to be apportioned and paid to counties, for school purposes, pursuant to Chapter 341, Laws of 1913	3,100,000 00
Amounts due and to become due on requisitions for which reservation of appropriation has been made, and obligations incurred, including all contractual obligations	3,283,389 52
	16,138,435 09
Excess of resources.....	\$2,553,398 69

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LEGISLATIVE APPROPRIATIONS FOR 1918-1919.

The following statement shows the appropriations made the last session of the Legislature for the fiscal year ending June 30, 1919:

For State Hospital at Trenton.....	\$753,800 00	
" State Hospital at Morris Plains.....	568,200 00	
" County Lunatic Asylums.....	344,028 00	
" State Institution for Feeble-Minded....	263,000 00	
" Village for Epileptics.....	167,092 00	
" Sanatorium for Tuberculous Diseases..	147,640 00	
" Blind and Feeble-Minded.....	138,000 00	
" County Tuberculosis Hospitals.....	89,344 00	
" State Board of Children's Guardians...	66,000 00	
" Colonies for Feeble-Minded Males.....	33,225 00	
" Commission for the Blind.....	19,450 00	
" State Charities Aid Association.....	600 00	
		\$2,590,379 00
" Industrial Education	\$327,000 00	
" State Normal School, Glassboro.....	283,889 72	
" State Normal School, Trenton.....	142,000 00	
" State Normal School, Newark.....	129,150 00	
" Agricultural College	122,840 00	
" New Jersey School for the Deaf.....	111,400 00	
" Commissioner of Education.....	104,700 00	
" State School Tax.....	100,000 00	
" State Normal School, Montclair.....	90,938 00	
" Manual Training and Industrial School for Colored Youth	84,900 00	
" County Superintendents	63,000 00	
" Vocational Schools	60,320 00	
" Teachers' Retirement Fund.....	14,950 00	
" Summer Course in Agriculture, etc....	12,000 00	
" State Board of Examiners.....	10,000 00	
" Evening School for Foreign-Born Resi- dents	8,350 00	
" State Board of Education.....	3,500 00	
" Teachers' Institutes	2,000 00	
" Teachers' Libraries	300 00	
		1,671,237 72
" State Prison	\$313,723 71	
" State Home for Boys.....	199,100 00	
" New Jersey Reformatory.....	193,700 00	
" State Home for Girls.....	150,400 00	
" State Reformatory for Women.....	69,720 00	
		926,643 71

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For State Highway Commission.....		\$553,000 00
“ Supreme Court	\$189,505 00	
“ Court of Chancery.....	162,966 00	
“ Clerk in Chancery.....	56,000 00	
“ Clerk of Supreme Court.....	29,400 00	
“ Court of Errors and Appeals.....	25,950 00	
“ Stenographic Reporters	18,000 00	
“ Law and Equity Reports.....	12,000 00	
“ Court of Pardons.....	8,525 00	
“ Court Expenses	750 00	
		503,096 00
“ National Guard	\$255,030 00	
“ Adjutant General's Department.....	25,040 00	
“ Quartermaster General's Department...	24,003 00	
“ Sea Girt Cottage.....	5,000 00	
		309,073 00
“ Revolving and Supplemental Fund.....		250,000 00
“ Home for Disabled Soldiers, Sailors, etc., Vineland	\$127,447 83	
“ Home for Disabled Soldiers, Kearny...	111,800 00	
		239,247 83
“ Secretary of State, Department of Motor Vehicles	\$173,360 00	
“ Secretary of State.....	64,200 00	
		237,560 00
“ Department of Agriculture.....	\$124,010 00	
“ Agricultural Experiment Station.....	109,900 00	
“ State Horticultural Society.....	3,000 00	
		236,910 00
“ State House Commission.....		206,400 00
“ Commission on Port Development.....	\$100,000 00	
“ Board of Commerce and Navigation....	95,115 33	
		195,115 33
“ Department of Health.....	\$175,240 00	
“ Health Officers, Port of Perth Amboy...	1,250 00	
		176,490 00
“ Department of Charities and Corrections	\$169,600 00	
“ N. J. Conference, Charities and Correc- tions	600 00	
		170,200 00
“ County Boards of Taxation.....	\$100,800 00	
“ State Board of Taxes and Assessment...	65,500 00	
		166,300 00
“ Department of Labor.....		158,000 00
“ Board of Public Utility Commissioners.....		153,350 00
“ Comptroller's Department		126,800 00

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For Legislature		\$106,983 32
" Commission on Elimination of Toll Bridges.....		101,000 00
" Department of Banking and Insurance.....		79,180 00
" State Board of Tenement House Supervision.....		76,650 00
" Department of Conservation and Development.....		70,450 00
" Civil Service Commission.....		66,000 00
" Attorney General's Department.....		51,250 00
" Board of Shell Fisheries.....	\$40,175 00	
" State Board of Fisheries.....	10,000 00	
		50,175 00
" Treasurer's Department		46,750 00
" Pensions	\$15,100 00	
" Pension Retirement Commission.....	10,000 00	
" Judicial Retirement Fund.....	9,666 66	
" Annuity for Widows of Governors.....	3,000 00	
		37,766 66
" Public Library Commission.....	\$25,760 00	
" State Library	11,900 00	
		37,660 00
" Commissioners of the Palisades Inter-State Park.....		30,000 00
" Executive Department		28,460 00
" Department of Architecture.....		28,000 00
" Department of Weights and Measures.....		15,000 00
" Old Barracks Association.....	\$7,500 00	
" Washington Association of New Jersey.	2,500 00	
" Washington Rock Park Commission....	2,000 00	
" Monmouth Battle Monument.....	643 00	
" Trenton Battle Monument.....	500 00	
" Red Bank Battle Monument.....	500 00	
		13,643 00
" Emergency Fund		10,000 00
" Budget Act Expenses.....		10,000 00
" New Jersey Inter-State Bridge and Tunnel Commission		10,000 00
" New Jersey State Council for Defense.....		10,000 00
" Department of Public Reports.....		2,700 00
" Commission for Survey of Municipal Financing.....		1,500 00
" Refunding Taxes on Miscellaneous Corporations.....		1,000 00
" State Board of Canvassers.....		500 00
" Commission to Revise, Simplify, Arrange and Consoli- date the Primary and Election Laws.....		500 00
" Burial Grounds		75 00
Total		<u>\$9,755,045 57</u>

Detailed accounts of receipts and disbursements will be found under their appropriate heads on the pages following.

DETAILED STATEMENTS OF RECEIPTS AND DISBURSEMENTS.

RECEIPTS.

STATE TAXES ON RAILROAD AND CANAL PROPERTY.

The total assessed valuation for the year 1917 of railroad and canal property of the State, for State uses, as reported to this office by the State Board of Taxes and Assessment, was \$244,-863,605.00, and the amount of tax levied thereon by said Board, payable in the year 1918, for State uses, at the average rate of \$2.340 per \$100.00 valuation, was \$5,729,808.31.

The following statement shows the amount of taxes received from railroad and canal corporations in the State, levied for the year 1917 and paid during the fiscal year just closed, and the balance remaining unpaid and due the State:

Amount of taxes assessed for the year 1917, payable in 1918.	\$5,729,808 31
Amount collected for State uses, payable in 1918.....	5,495,347 35
Balance due the State.....	<u>\$234,460 96</u>

The amount uncollected was reported to the Attorney General for collection as required by law.

In addition to the amount of taxes collected, the sum of \$13.30 interest was also collected on payments of taxes made subsequent to February 1st, making the total amount collected from these sources \$5,495,360.65.

STATE HIGHWAY COMMISSION.

Pursuant to Chapter 15, Laws of 1917, the State Highway Commission was created and moneys received in accordance with said act were to be used for the building and repairing of State Highways and Public Roads, including the creation of a State Highway System.

The following is a statement of the receipts of this Commission and the sources from which they were received:

Amount transferred from the receipts of the Motor Vehicle Department, previous to 1918.....	\$164,485 08
Amount received from the Motor Vehicle Department to June 30, 1918.....	\$1,966,690 09
Less amount deducted for maintenance of the Department of Motor Vehicles for the fiscal year ending June 30, 1918.....	<u>139,800 00</u>
	1,826,890 09
Miscellaneous receipts of the Commission.....	462 10

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Amount of State Road Tax paid by Counties :

Atlantic County	\$124,812 23	
Bergen County	201,090 30	
Burlington County	39,258 70	
Camden County	124,416 66	
Cape May County.....	38,932 54	
Cumberland County	29,631 62	
Essex County	686,361 00	
Gloucester County	35,912 67	
Hudson County	629,556 66	
Hunterdon County	22,818 33	
Mercer County	129,975 72	
Middlesex County	104,312 41	
Monmouth County	120,722 56	
Morris County	58,321 22	
Ocean County	23,537 86	
Passaic County	206,630 31	
Salem County	30,244 59	
Somerset County	38,408 24	
Sussex County	24,744 73	
Union County	191,083 89	
Warren County	34,434 42	
		\$2,895,206 66
Total		\$4,887,043 93

TRANSFER INHERITANCE TAX.

The change in the State fiscal year reduced the revenue producing period from twelve months to eight months. The receipts from this source for the said eight months totalled \$2,930,363.33, which amount exceeds the total receipts for the same portion of the previous year by approximately half a million dollars. This increased revenue was very gratifying, not only because of the necessity for the revenue, but it demonstrated that the immediate release of portions of the assets and other changes in the administrative features of the act did not in any manner affect the act as a revenue producer.

The most important legislative change enacted during the past year was amendments to Sections 2 and 3 of the statute, by virtue of which remainderman taxes are not deferred but become due and payable upon the date of death of the decedent. There

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were no objections to these changes in the law, and it seems certain that they will result in reducing to a considerable extent much of the hardship that has attended the adjustment of remainderman taxes.

The following is a detailed statement of the Transfer Inheritance Taxes collected for the fiscal year commencing November 1, 1917, and ending June 30, 1918:

County.	Amt. Collected.
Atlantic	\$3,636 97
Bergen	64,470 98
Burlington	48,991 35
Camden	26,704 10
Cape May	1,625 94
Cumberland	5,858 51
Essex	332,095 51
Gloucester	1,560 02
Hudson	79,022 76
Hunterdon	7,592 77
Mercer	27,125 87
Middlesex	12,697 03
Monmouth	107,556 35
Morris	80,916 86
Ocean	6,186 43
Passaic	34,258 29
Salem	5,462 04
Somerset	10,217 38
Sussex	8,378 63
Union	70,471 41
Warren	4,420 11
	\$939,249 81
Transfer tax on estates of non-resident decedents.....	1,991,113 52
Total	\$2,930,363 33

The following is a detailed statement of the Transfer Inheritance Taxes collected since the passage of the First Collateral Inheritance Tax Law in this State:

Year.	Amt. Collected.
1892	\$21,598 80
1893	41,068 20
1894	204,695 15
1895	121,339 35
1896	82,247 47
1897	113,832 43

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Year.	Amt. Collected.
1898	\$112,932 33
1899	85,520 68
1900	177,074 54
1901	163,470 62
1902	149,576 74
1903	138,931 86
1904	438,635 13
1905	202,667 87
1906	200,780 30
1907	241,480 60
1908	247,396 00
1909	569,449 67
1910	658,641 68
1911	745,777 16
1912	903,190 89
1913	747,717 14
1914	1,090,298 78
1915	2,781,348 50
1916	3,331,909 59
1917	3,626,386 38
1918 (Statutory change in fiscal year reduced period to eight months)	2,930,363 33

TAXES ON MISCELLANEOUS CORPORATIONS.

The gross receipts during the year from taxes levied by the State Board of Taxes and Assessments upon corporations other than railroad and canal companies amounted to \$1,245,725.74. There was also received from the Paterson Savings Institution, under a special act, the sum of \$10,000.00, being a tax of one per centum on the capital stock of said institution for the year 1917.

The total amount received from this source was, therefore, \$1,255,725.74.

The following statement shows the receipts from this source:

From Tax and interest payable within the year.....	\$1,245,725 74
“ Tax, interest and costs payable in former years.....	96,251 56
“ Tax on Paterson Savings Institution for the year 1917	10,000 00
Total	\$1,351,977 30
Less amount refunded.....	6,858 85
Total net receipts.....	\$1,345,118 45

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In compliance with the law of 1900, the Comptroller reported to the Governor a list of 1,202 miscellaneous corporations which had failed to pay the tax assessed against them for the year 1915.

 DEPARTMENT OF BANKING AND INSURANCE.

The sum of \$509,464.51 was received from the Commissioner of Banking and Insurance, being the net amount due the State, as follows:

For the Month of October, 1917	\$2,181 00
" " " " November, 1917	1,952 55
" " " " December, 1917	21,537 50
" " " " January, 1918	41,226 80
" " " " February, 1918	261,481 36
" " " " March, 1918	60,317 03
" " " " April, 1918	21,861 32
" " " " May, 1918	98,906 95
Total	<u>\$509,464 51</u>

 ALLOWANCE FROM THE MOTOR VEHICLE ACCOUNT FOR 1918.

Pursuant to Chapter 235, Laws of 1909, the sum of \$161,800.00 was transferred to the State Fund for maintenance of the Department of Motor Vehicles for the fiscal year ending June 30, 1918.

 INTEREST ON DEPOSITS.

There was received the sum of \$121,416.75, being the amount of interest on balances to the credit of the State Treasurer and other State officers, pursuant to Chapter 235, Laws of 1902.

 SECRETARY OF STATE.

The sum of \$98,075.73 was received from the Secretary of State, being the amount of fees and other moneys received by him

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from corporations and other sources for the use of the State, as follows:

For Fees from Corporations under General Corporation Act and Supplements	\$75,658 23
" Fees as Secretary of State.....	6,044 64
" Fees for Filing Reports.....	4,689 00
" Fees for Recording Certificates and Amendments.....	4,002 35
" Miscellaneous Sources	3,673 47
" Fees as Register of the Prerogative Court.....	2,211 13
" Fees as Clerk of the Court of Errors and Appeals.....	1,796 91
Total	\$98,075 73

BOARD OF FISH AND GAME COMMISSIONERS.

There was paid into the State Treasury by the Treasurer of the Board the sum of \$12,626.35, for licenses, fines, etc., for violation of the Fish and Game Laws, and other receipts:

From Fines	\$6,184 00
" Pound Licenses	5,280 00
" Breeders' Licenses	495 00
" Sale of Fish and Game.....	169 00
" Sale of Tags.....	157 75
" Sale of Motorcycles.....	150 00
" Sale of Guns.....	144 00
" Miscellaneous	31 60
" Shipping deer out of State.....	15 00
Total	\$12,626 35

There was transferred to the Board of Fish and Game Commissioners, the unexpended balance of the Hunters and Anglers License Fund as of June 30, 1918, amounting to	\$58,284 49
Total	\$70,910 84

Total amount received became available for maintenance of the Board.

NEW JERSEY REFORMATORY.

There was received from the Superintendent the sum of \$3,-192.96, which sum became available for maintenance pursuant to Chapter 41, Laws of 1908.

There was received the sum of \$57,097.77, being the amount realized from the sale of articles manufactured at the Institution under the State Use System, paid into the Treasury pursuant to Chapter 370, Laws of 1915. By the operation of said Chapter, this fund is a revolving fund, and the balance has been transferred and credited to the same appropriation.

The total amount received from the Institution for the fiscal year ending June 30, 1918, was \$60,290.73:

STATE PRISON.

The sum of \$55,157.40 was received from the Fiscal Agent and Keeper of the State Prison, as shown by the following statement:

Working Capital Account.....	\$26,361 65
Convict Labor	17,353 92
Road Earnings	7,012 64
Other Sources	3,932 32
Repayment of Petty Cash Allowance.....	250 00
Unexpended balance from Appropriation for payments to discharged convicts	246 87
Total	\$55,157 40

Of the amounts received, \$11,145.64 became available for maintenance pursuant to Chapter 41, Laws of 1908.

The sum of \$246.87 was paid into the State Treasury by the Keeper, being the unexpended balance of appropriation for payments to discharged convicts for the year ending October 31, 1917.

The sum of \$26,361.65 was the amount realized from the sale of articles manufactured at the prison under the State Use System, and paid into the State Treasury pursuant to Chapter 370, Laws of 1915, together with amounts received for labor of inmates employed on road work. Said amount was placed to the credit of the working capital account established by the Legislature pursuant to said Chapter.

AGRICULTURAL EXPERIMENT STATION.

There was received the sum of \$53,647.49 from the Treasurer of the Station as proceeds from sales made from the various departments of the Station, and from sales of peaches grown on plots of land leased and cultivated under the direction of the Station, as shown in the following statement. The total amount received became available for maintenance:

From Fertilizer Inspection Fees	\$26,232 93
" Feed Inspection Fees	9,532 27
" Dairy Department	6,723 57
" Swine Department	4,609 49
" Poultry Department	4,595 94
" Floricultural Department	1,215 40
" Sale of Peaches	692 17
" Farm Demonstration Department, Sales of Honey	45 72
Total	\$53,647 49

CLERK OF THE SUPREME COURT.

The sum of \$46,792.44 was received from the Clerk of the Supreme Court for fees, costs, allowances, percentages and all other perquisites received by him as Clerk of the Supreme Court, which have accrued or become payable for services rendered in connection with his office, as follows:

From Searches	\$27,847 79
" Filing, Entering and Enrolling Proceedings	14,964 59
" Copies	2,010 06
" Bar Examination Fees	1,970 00
Total	\$46,792 44
Expenses	17,937 14
Total Net Receipts	\$28,855 30

CLERK IN CHANCERY.

There was received from the Clerk in Chancery the sum of \$34,785.30 for costs, fees, allowances, percentages and all other

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perquisites received by him as Clerk in Chancery, and which have accrued or become payable for the use of the State, as follows:

For Filing and Enrolling Proceedings and Copies.....	\$34,026 45
" Commissions on Deposits.....	522 85
" Fees for Masters' Commissions.....	138 75
" Fines	95 00
" Fees for Searches.....	2 25
Total	\$34,785 30
Expenses	34,499 87
Total Net Receipts.....	\$285 43

GOVERNMENT AID FOR VOCATIONAL SCHOOLS.

The sum of \$21,386.78 was received from the Secretary of the United States Treasury, under act of Congress of February 23, 1917, for promotion of Vocational Education.

The account was later in the year transferred to a special fund bearing the same title.

JUDICIAL FEES.

There was received \$19,417.96 for services of the Chancellor and Justices of the Supreme Court.

The following statement shows the amounts and the officials from whom they were received:

From Clerk in Chancery.....	\$11,174 80
" Clerk of Hudson County.....	2,468 00
" Clerk of Essex County.....	1,878 50
" Clerk of Passaic County.....	597 69
" Clerk of Bergen County.....	400 14
" Clerk of Camden County.....	302 07
" Clerk of Warren County.....	283 68
" Clerk of Mercer County.....	260 54
" Secretary of State.....	235 54
" Clerk of Cape May County.....	227 78
" Clerk of Morris County.....	225 21
" Clerk of Monmouth County.....	169 16
" Clerk of Burlington County.....	167 79

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From Clerk of Atlantic County.....	\$154 95
" Clerk of Salem County.....	151 49
" Clerk of Middlesex County.....	136 99
" Clerk of Cumberland County.....	135 06
" Clerk of Union County.....	134 36
" Clerk of Gloucester County.....	133 52
" Clerk of Somerset County.....	79 40
" Clerk of Ocean County.....	43 02
" Clerk of Sussex County.....	31 88
" Clerk of Hunterdon County.....	26 39
Total	\$19,417 96

The law requires from the County Clerks, within ten days after the expiration of the several terms of court, a return and payment of the amount of fees charged or received for the services of the several Justices of the Supreme Court.

I have to report that no County Clerks are in arrears in filing these returns.

DEPARTMENT OF LABOR.

The sum of \$17,307.11 was received from the Commissioner of Labor for licenses issued to Engineers and Firemen, pursuant to Chapter 313, Laws of 1913; bakery licenses issued, penalties and costs received for violation of the Bakery Law, and amount of penalties and costs imposed in suits instituted by the Attorney General by direction of the Commissioner of Labor for violation of the Labor Law of this State, as follows:

From Licenses issued to Engineers and Firemen.....	\$16,912 50
" Penalties and Costs.....	207 11
" Licenses issued to Bakeries and Confectioneries.....	160 00
" Refund of Stenographer's Salary.....	27 50
Total	\$17,307 11

BOARD OF SHELL FISHERIES.

The Director of the Board of Shell Fisheries paid into the State Treasury the sum of \$9,769.25, being the amounts received by the Departments of the Board, as follows:

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Department of Maurice River Cove:

License Fees	\$7,764 00	
Ground Rentals	72 50	
		<u>\$7,836 50</u>

Department of Atlantic Coast:

Ground Rentals	\$1,561 75	
License Fees	269 50	
		<u>1,831 25</u>

Division of Atlantic County:

License Fees	\$62 50	
		<u>62 50</u>

Amount transferred, pursuant to Chapter 49, Laws of 1916..		<u>39 00</u>
		<u><u>\$9,769 25</u></u>

DIVIDENDS.

The State Fund received during the year just closed the sum of \$9,435.00, being the semi-annual dividend of ten percentum on 1,887 shares of stock of the Delaware and Raritan Canal and Camden and Amboy Railroad and Transportation Companies (Pennsylvania Railroad Company, lessee); par value, \$188,700.00; market value, about \$350,000.00. This is the only security the State Fund holds at the present time from which an annual income is derived.

DEPARTMENT OF AGRICULTURE.

The sum of \$7,507.72 was received from the Department of Agriculture, being the amount collected from the following sources:

For Sale of Meat and Hides of Condemned Cattle.....	\$4,636 72
" License Fees received from Dealers in Milk and Cream	2,770 00
" Tuberculin Tests	81 00
" Amount returned from Ocean County Board of Agriculture	20 00
Total	<u>\$7,507 72</u>

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DEPARTMENT OF HEALTH.

There was received from the Department of Health the sum of \$6,818.83, being the amount collected from the following sources:

For Violation of the Pure Food and Drug Laws.....	\$3,837 86
" Fees for Searches and Vital Certificates.....	2,310 90
" Sales of Culture Media.....	291 11
" Violation of the Oleomargarine Act.....	200 00
" Violation of the Act relating to Pollutions.....	157 96
" Examinations of Samples of Water and Food.....	11 00
" Licenses to conduct Cold Storage Warehouses.....	10 00
Total	<u>\$6,818 83</u>

COMMISSIONS.

The sum of \$5,375.00 was received from the Secretary to the Governor for 1,018 commissions to Notaries Public and 57 commissions to Commissioners of Deeds for New Jersey in other States:

For Notaries Public	\$5,090 00
" Foreign Commissioners	285 00
Total	<u>\$5,375 00</u>

DEPARTMENT OF CONSERVATION AND DEVELOPMENT.

The receipts of this Department amounted to \$2,660.61, being charges for excess diversion of water and proceeds of sale of maps and reports.

STATE BOARD OF ARCHITECTS.

The sum of \$2,000.00 was received from the Treasurer of the State Board of Architects, being the amount received pursuant to Chapter 269, Laws of 1917.

COMPTROLLER'S REPORT.

STATE BOARD OF TAXES AND ASSESSMENT.

There was paid into the State Treasury by said Board the sum of \$1,923.26 for work done under the Tax Map Act of 1913, and for blue-prints, copies of papers, etc., furnished during the year.

STATE BOARD OF OPTOMETRISTS.

The sum of \$1,417.58 was received from the Treasurer of the Board, being the balance on hand October 31, 1917, pursuant to Chapter 269, Laws of 1917.

COMMISSION FOR THE BLIND.

There was paid into the State Treasury by the Executive Secretary of the Board the sum of \$1,319.18, being a repayment of moneys expended for materials furnished, services of guides and amounts received for purchases of articles from the Revolving Industrial Fund.

ACADEMIC CERTIFICATE FUND.

The sum of \$1,116.00 was received from the Commissioner of Education for Academic Certificates, which sum was appropriated for the payment of expenses incurred by the Commissioner of Education in carrying out the provisions of Chapter 105, Laws of 1914.

Detailed statements of receipts for sums less than one thousand dollars have been eliminated, as the detail remains of record in my Department, and any information in reference to same will be gladly furnished if same is desired and requested.

RECEIPTS FROM INSTITUTIONS AND COMMISSIONS.

Receipts from institutions and commissions, pursuant to Chapter 288, Laws of 1907, applicable to maintenance thereof, pursuant to Chapter 41, Laws of 1908, were as follows:

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State Hospital at Morris Plains.....	\$185,372 47
State Hospital at Trenton.....	131,438 63
Board of Fish and Game Commissioners.....	70,910 84
Village for Epileptics.....	64,910 63
State Normal School, Trenton.....	50,981 29
Home for Disabled Soldiers, Kearny.....	29,518 48
State Normal School, Montclair.....	22,164 49
New Jersey State Prison.....	11,145 64
Home for Disabled Soldiers, Sailors, etc., Vineland.....	8,613 43
Manual Training and Industrial School for Colored Youth..	7,711 63
Sanatorium for Tuberculous Diseases.....	7,658 62
State Home for Boys.....	7,125 54
State Institution for Feeble-Minded.....	4,948 22
Colonies for Feeble-Minded Males.....	3,803 26
New Jersey Reformatory.....	3,192 96
New Jersey School for the Deaf.....	1,483 16
State Home for Girls.....	1,405 94
State Reformatory for Women.....	947 31
Trenton Battle Monument.....	303 90
State Normal School, Newark.....	177 74
Total	\$613,814 18

PETTY CASH EXPENSE FUND.

Pursuant to Chapter 262, Laws of 1915, the following amounts were advanced as Petty Cash Expense Funds, which amounts were repaid into the State Treasury. The amounts as stated were included in both receipts and disbursements in the itemized statements of these accounts:

State Hospital at Morris Plains.....	\$2,000 00
State Board of Children's Guardians.....	\$850 00
State Board of Children's Guardians, Widows' Pension Act, Chapter 281, Laws of 1913.....	650 00
State Hospital at Trenton.....	1,500 00
Village for Epileptics.....	1,000 00
New Jersey Reformatory.....	750 00
Sanatorium for Tuberculous Diseases.....	500 00
State Home for Girls.....	500 00
Home for Disabled Soldiers, Sailors, etc., Vineland.....	450 00
State Institution for Feeble-Minded.....	400 00
Colonies for Feeble-Minded Males.....	400 00
State Home for Boys.....	350 00
State Reformatory for Women.....	300 00
	250 00

State Prison	\$250 00
Home for Disabled Soldiers, Kearny.....	200 00
New Jersey School for the Deaf.....	200 00
State Normal School, Newark.....	200 00
State Normal School, Trenton.....	200 00
State Normal School, Montclair.....	200 00
State Normal School, Trenton, Model School and Boarding Halls	200 00
State Normal School, Montclair, Boarding Halls.....	200 00
Manual Training and Industrial School for Colored Youth.....	200 00
Total	\$10,250 00

In addition to the revenue received for State uses, a large amount of money passes through the hands of the financial officers of the State during the year, which was by law devoted to specific purposes, as follows:

I. HUNTERS' AND ANGLERS' LICENSE FUND.

Balance, November 1, 1917.....	\$36,474 93
Amounts received during the year, pursuant to the pro- visions of Chapter 152, Laws of 1914.....	91,994 31
	<u>\$128,469 24</u>
Amount disbursed during the year, pursuant to said Chapter.....	\$70,184 75
Unexpended balance of Hunters' and Anglers' License Fund transferred to Board of Fish and Game Commissioners as of June 30, 1918.....	58,284 49
	<u>\$128,469 24</u>

2. STATE WATER-SUPPLY COMMISSION, SPECIAL SURVEY FUND.

Balance, November 1, 1917.....	\$42 07
Pro rata refund of amount contributed by various munici- palities to the fund, being balance on hand.....	42 07
	<u>42 07</u>

3. INCOME FROM INSURANCE FUND.

Balance, November 1, 1917.....	\$8,324 90
Receipts during the year, pursuant to Chapter 123, Laws of 1913	3,615 52
	<u>3,615 52</u>
Balance, June 30, 1918.....	<u>\$11,940 42</u>

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4. FOREST RESERVE FUND.

Balance, November 1, 1917.....	\$8,264 00
Expenses incurred pursuant to Chapter 187, Laws of 1913...	102 91
Balance, June 30, 1918.....	\$8,161 09

5. DEPARTMENT OF MOTOR VEHICLE REGISTRATION AND REGULATION.

Pursuant to Section 37, Chapter 113, Laws of 1906, and supplements thereto, moneys received in accordance with the act are to be used as a fund for the repair of public roads, and to be apportioned among the several counties of the State, according to the mileage of the improved roads in each county.

The State Highway Department was created by Chapter 15, Laws of 1917, and pursuant to said Chapter a transfer was made to a special fund known as the "State Road Fund" as of June 30, 1918, as shown in the following statement, which also shows the amounts paid to the following counties for road repairs:

Balance, October 31, 1917.....	\$756,604 13
County.	Amount.
Passaic	\$60,000 00
Hudson	29,260 86
Monmouth	27,900 00
Bergen	24,391 89
Middlesex	15,859 24
Union	10,000 00
Hunterdon	9,041 94
Morris	7,919 21
Burlington	7,200 00
Somerset	6,938 40
Sussex	4,900 57
Warren	4,500 00
Salem	4,000 00
Mercer	1,000 00
	\$212,912 11
Amount transferred from Motor Vehicle Fund to State Fund, State Road Fund Account	164,485 08
	377,397 19
Balance, previous to 1918.....	\$379,206 94

COMPTROLLER'S REPORT.

This amount was transferred to the "State Road Fund." Special Fund as of June 30, 1918.

6. STATE ATHLETIC COMMISSION.

Amount received pursuant to Chapter 247, Laws of 1918....	\$1,646 75
Balance, June 30, 1918.....	<u>\$1,646 75</u>

7. GOVERNMENT AID FOR VOCATIONAL SCHOOLS.

Below is given a statement of Federal Funds paid this State, and the disbursements therefrom, for the following acts of Vocational Education:

Co-operative Vocational Education in Trades and Industries:	
Amount transferred from State Fund...	\$11,273 97
Received from United States Treasury..	5,636 98
	<u>\$16,910 95</u>
Co-operative Vocational Education in Agriculture:	
Amount transferred from State Fund...	\$2,258 02
Received from United States Treasury..	1,595 67
	<u>3,853 69</u>
Co-operative Vocational Education, Teachers, etc.:	
Amount transferred from State Fund...	\$6,121 68
Received from United States Treasury..	3,460 74
	<u>\$9,582 42</u>
Amount disbursed	1,277 76
	<u>8,304 66</u>
Balance, June 30, 1918.....	<u>\$29,069 30</u>

8. STATE ROAD FUND.

Amount transferred from the State Fund to a special fund, known as the "State Road Fund," composed of State Road Tax

collected from the various counties, moneys received from the Motor Vehicle Department during the year, State Fund Appropriation for construction of roads being the amount of outstanding contracts and requisitions \$4,809,769 98

There was also transferred the unexpended balances remaining in the Motor Vehicle Fund for the years, as follows:

For the year 1914.....	\$73,926 55	
For the year 1915.....	11,010 99	
For the year 1916.....	139,088 78	
For the year 1917.....	155,180 62	
		379,206 94

Total amount placed to the credit of the fund, which amount remained on hand as a balance, June 30, 1918 \$5,188,976 92

9. LOCAL TAX ON RAILROAD CORPORATIONS.

The amount of tax levied by the State Board of Taxes and Assessment for the use of the taxing districts in this State upon property of railroad and canal corporations for the year 1917, payable in the year 1918, was \$2,484,667.01. Of the amount assessed the sum of \$2,482,397.72 was collected, leaving a balance due and uncollected of \$2,269.29, which accounts were placed in the hands of the Attorney General for collection. The following statement shows the amount of tax on second class railroad property, payable within the year, collected during the fiscal year just closed, together with amounts of taxes collected, payable in years previous to 1918:

Amount of tax collected, payable in 1918.....	\$2,482,397 72
Balance of tax collected from the Long Dock Company:	
Payable in 1912.....	37,909 40
Payable in 1913.....	41,399 66
Payable in 1914.....	39,950 68
Total amount of tax collected during the year.....	<u>\$2,601,657 46</u>

The total amount collected during the year, \$2,601,657.46, was disbursed to the various taxing districts throughout the State
3 COMP.

in accordance with the provisions of Chapter 91, Laws of 1905,
as shown by the following statement:

TAX FOR THE YEAR 1917, PAYABLE IN 1918.

Atlantic County

Absecon City	\$160 68
Atlantic City	40,756 69
East Atlantic City.....	12 78
Egg Harbor City.....	31 12
Margate City	96 10
Northfield City	121 13
Pleasantville City	1,052 37
Somers Point City.....	806 04
Ventnor City	560 14
Hammonton, Town of.....	669 57
Folsom Borough	41 38
Linwood Borough	38 37
Longport Borough	483 52
Buena Vista Township.....	417 33
Egg Harbor Township.....	217 23
Galloway Township	287 48
Hamilton Township	1,263 52
Mullica Township	116 03
Weymouth Township	45 75

\$47,177 23

Bergen County

Englewood City	\$974 12
Garfield City	100 36
Allendale Borough	201 28
Bergenfield Borough	98 35
Bogota Borough	330 99
Carlstadt Borough	54 49
Closter Borough	103 95
Creskill Borough	105 38
Delford Borough	116 28
Demarest Borough	84 13
Dumont Borough	832 27
East Paterson Borough.....	80 30
East Rutherford Borough	353 52
Edgewater Borough	20,713 55
Emerson Borough	27 73
Fairview Borough	64 92
Glen Rock Borough.....	252 51
Harrington Park Borough.....	151 63
Hasbrouck Heights Borough.....	169 86
Haworth Borough	71 36

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Bergen County—Continued

Hohokus Borough	\$469 88
Leonia Borough	51 93
Lodi Borough	122 63
Maywood Borough	47 06
Midland Park Borough.....	332 36
Montvale Borough	32 89
Northvale Borough	51 98
Norwood Borough	155 85
Oakland Borough	37 08
Palisades Park Borough.....	60 39
Park Ridge Borough.....	45 31
Ramsey Borough	158 31
Ridgefield Borough	3,292 71
Riverside Borough	175 58
Rutherford Borough	411 76
Tenafly Borough	101 85
Wallington Borough	40 52
Westwood Borough	69 30
Woodcliff Lake Borough.....	22 75
Woodridge Borough	124 02
Franklin Township	118 37
Hillsdale Township	231 45
Hohokus Township	203 56
Lodi Township	9 58
Lyndhurst Township	28,403 57
Midland Township	33 08
New Barbadoes Township.....	1,191 81
Orvil Township	1,254 30
Overpeck Township	157 76
Ridgewood Township	2,103 77
Saddle River Township.....	211 85
Teaneck Township	326 78

\$64,937 02

Burlington County

Beverly City	\$49 98
Bordentown City	250 34
Burlington City	537 18
Feldsboro Borough	46 54
Pemberton Borough	91 99
Riverton Borough	153 10
Beverly Township	261 10
Bordentown Township	54 85
Burlington Township	54 26
Chester Township	372 15
Cinnaminson Township	4 28
Delran Township	6 42

Burlington County—Continued

Eastampton Township	\$57 15
Evesham Township	43 93
Florence Township	282 70
Lumberton Township	214 31
Mansfield Township	72 22
Medford Township	95 54
Mount Laurel Township	102 36
New Hanover Township.....	57 62
Northampton Township	1,135 76
North Hanover Township.....	32 86
Palmyra Township	210 34
Pemberton Township	385 24
Riverside Township	246 09
Shamong Township	23 71
Southampton Township	88 76
Springfield Township	37 57
Tabernacle Township	2 54
Westampton Township	2 66
Woodland Township	62 56

\$5,036 11
Camden County

Camden City	\$55,703 49
Gloucester City	748 22
Audubon Borough	115 27
Barrington Borough	32 49
Chesilhurst Borough	31
Collingswood Borough	94 10
Haddonfield Borough	209 34
Haddon Heights Borough.....	139 61
Laurel Springs Borough.....	51 46
Magnolia Borough	25 80
Merchantville Borough	333 73
Oaklyn Borough	12 24
Berlin Township	213 60
Centre Township	277 72
Clementon Township	340 08
Delaware Township	56 22
Gloucester Township	187 47
Haddon Township	54 06
Pensauken Township	254 29
Voorhees Township	71 25
Waterford Township	170 40
Winslow Township	761 24

59,852 39
Cape May County

Cape May City, on account.....	\$3,299 13
North Wildwood City.....	447 83

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Cape May County—Continued

Ocean City	\$5,060 27
Sea Isle City.....	608 17
Wildwood City, on account.....	1,655 72
Avalon Borough	940 99
Stone Harbor Borough, on account.....	22 73
West Cape May Borough.....	382 45
Wildwood Crest Borough.....	40 64
Woodbine Borough	96 81
Dennis Township	263 93
Lower Township, on account.....	272 75
Middle Township, on account.....	788 34
Upper Township	230 82

\$14,110 58

Cumberland County

Bridgeton City	\$3,219 17
Millville City	1,428 49
Vineland Borough	1,800 87
Commercial Township	1,457 30
Deerfield Township	217 57
Downe Township	51 78
Fairfield Township	75 25
Greenwich Township	382 33
Hopewell Township	22 23
Landis Township	1,473 38
Lawrence Township	76 22
Maurice River Township	349 95

10,554 54

Essex County

East Orange City.....	\$2,106 70
Newark City	100,789 87
Orange City	2,898 53
Bloomfield, Town of.....	2,523 36
Irvington, Town of.....	3,074 41
Montclair, Town of.....	4,573 95
Nutley, Town of.....	233 24
West Orange, Town of.....	293 55
South Orange, Village of.....	4,280 28
Caldwell Borough	329 62
Essex Fells Borough.....	156 84
Glen Ridge Borough.....	519 75
Roseland Borough	22 15
Verona Borough	32 01
Belleville Township	245 69
Cedar Grove Township	25 89
Milburn Township	1,460 16
South Orange Township.....	299 27

123,864 77

Gloucester County

Woodbury City	\$968 45
Clayton Borough	276 96
Paulsboro Borough	65 93
Pitman Borough	251 09
Swedesboro Borough	368 89
Wenonah Borough	159 10
Westville Borough	11,026 04
Woodbury Heights Borough	88 77
East Greenwich Township.....	141 91
Elk Township	33 08
Franklin Township	1,490 07
Glassboro Township	1,740 25
Greenwich Township	60 13
Harrison Township	233 74
Logan Township	101 55
Mantua Township	90 64
Monroe Township	173 69
South Harrison Township.....	19
West Deptford Township.....	27 68
Woolwich Township	77 05

 \$17,374 71

Hudson County

Bayonne City	\$21,960 37
Hoboken City	178,594 50
Jersey City	1,225,212 66
Harrison, Town of.....	13,927 39
Kearny, Town of.....	34,703 30
West Hoboken, Town of.....	87 52
West New York, Town of.....	112,784 75
Secaucus Borough	8,502 09
North Bergen Township.....	16,432 10
Weehawken Township	131,487 91

 1,743,692 59

Hunterdon County—

Lambertville City	\$2,761 61
Clinton, Town of.....	182 90
Bloomsbury Borough	361 31
Flemington Borough	1,121 77
Frenchtown Borough	80 22
Hampton Borough	778 37
High Bridge Borough	585 38
Milford Borough	125 24
Stockton Borough	61 36
Alexandria Township	5 47
Bethlehem Township	548 95
Clinton Township	279 26

COMPTROLLER'S REPORT.

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Hunterdon County—Continued

Delaware Township	\$225 09
East Amwell Township	37 42
Franklin Township	248 87
Holland Township	115 81
Kingwood Township	37 54
Lebanon Township	208 88
Raritan Township	393 16
Readington Township, on account.....	578 02
Tewksbury Township, on account.....	188 68
Union Township	337 70
West Amwell Township	1 67

\$9,264 68

Mercer County

Trenton City	\$20,893 01
Hightstown Borough	207 87
Hopewell Borough	347 89
Pennington Borough	307 68
Princeton Borough	375 13
East Windsor Township.....	46 47
Ewing Township	309 33
Hamilton Township	12,163 09
Hopewell Township	238 90
Lawrence Township	220 48
Princeton Township	547 47
Washington Township	76 25
West Windsor Township	781 91

36,515 48

Middlesex County

New Brunswick City.....	\$7,375 65
Perth Amboy City.....	40,926 29
South Amboy City	12,118 87
Dunellen Borough	2,410 51
Helmetta Borough	40 90
Highland Park Borough	223 44
Jamesburg Borough	421 64
Metuchen Borough	735 03
Middlesex Borough	335 80
Milltown Borough	78 53
Roosevelt Borough	5,632 03
South River Borough.....	246 43
Spottswood Borough	93 85
Cranbury Township	743 05
East Brunswick Township	136 73
Madison Township	807 68
Monroe Township	188 89
North Brunswick Township.....	21 68

Middlesex County—Continued

Piscataway Township	\$7,112 11
Raritan Township	838 14
Sayreville Township	1,114 86
South Brunswick Township	575 69
Woodbridge Township	51,859 75

 \$134,037 55
Monmouth County

Asbury Park City	\$2,371 76
Long Branch City	6,602 68
Freehold, Town of	431 19
Allenhurst Borough	487 63
Atlantic Highlands Borough	3,801 29
Avon-by-the-Sea Borough	321 81
Belmar Borough	649 97
Bradley Beach Borough	679 60
Deal Borough	250 48
Englishtown Borough	58 43
Farmingdale Borough	238 22
Highlands Borough	284 24
Keansbury Borough	84 26
Keyport Borough	191 55
Manasquan Borough	416 75
Matawan Borough	193 97
Monmouth Beach Borough	437 61
Red Bank Borough	1,372 07
Seabright Borough	1,807 19
Sea Girt Borough	172 92
Spring Lake Borough	624 08
Eatontown Township	211 55
Freehold Township	561 53
Howell Township	92 24
Manalapan Township	38 22
Marlboro Township	144 26
Matawan Township	246 20
Middletown Township	292 75
Neptune Township	408 78
Ocean Township	303 70
Raritan Township	84 40
Shrewsbury Township	165 01
Upper Freehold Township	118 16
Wall Township	151 14

 24,295 64
Morris County

Boonton, Town of	\$1,016 71
Dover, Town of	3,025 70
Morristown, Town of	6,275 63

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Morris County—Continued

Butler Borough	\$431 68
Chatham Borough	2,374 58
Madison Borough	3,080 92
Mount Arlington Borough	529 30
Netcong Borough	1,242 38
Rockaway Borough	611 82
Wharton Borough	525 66
Boonton Township	13 90
Chester Township	182 46
Denyille Township	405 34
Hanover Township	1,333 68
Jefferson Township	790 62
Montville Township	348 53
Morris township, on account.....	549 43
Mount Olive Township	253 38
Passaic Township	280 56
Pequanock Township	273 73
Randolph Township	3,352 56
Rockaway Township	437 94
Roxbury Township	4,420 82
Washington Township	215 09

\$31,972 42

Ocean County

Barnegat City Borough	\$117 72
Bay Head Borough	103 88
Beach Haven Borough	213 93
Beachwood Borough	7 00
Harvey Cedars Borough	52 46
Island Heights Borough	77 92
Lavallette Borough	52 72
Mantoloking Borough	50 40
Point Pleasant Beach Borough.....	808 54
Sea Side Heights Borough.....	67 41
Sea Side Park Borough.....	416 88
Surf City Borough	59 18
Tuckerton Borough	121 60
Berkeley Township	343 29
Brick Township	3 92
Dover Township	76 86
Eagleswood Township	23 26
Jackson Township	30 61
Lacey Township	71 62
Lakewood Township	1,110 88
Little Egg Harbor Township.....	1 01
Long Beach Township	127 07
Manchester Township	944 31

COMPTROLLER'S REPORT.

Ocean County—*Continued*

Ocean Township	\$32 76	
Plumstead Township	138 11	
Stafford Township	65 61	
Union Township	300 46	
		\$5,419 41

Passaic County

Clifton City	\$854 87	
Passaic City	3,224 69	
Paterson City	10,677 09	
Hawthorne Borough	1,949 34	
Pompton Lakes Borough	104 74	
Totowa Borough	92 49	
Little Falls Township	343 68	
Pompton Township	918 15	
Wayne Township	196 27	
West Milford Township	165 74	
		18,527 06

Salem County

Salem City	\$660 17	
Elmer Borough	221 55	
Pennsgrove Borough	1,214 70	
Woodstown Borough	187 65	
Alloway Township	115 67	
Mannington Township	68 56	
Oldmans Township	115 19	
Pilesgrove Township	67 37	
Pittsgrove Township	76 73	
Quinton Township	43 92	
Upper Penhs Neck Township.....	2 70	
Upper Pittsgrove Township.....	67 11	
		2,841 32

Somerset County

Bound Brook Borough	3,463 21	
Peapack-Gladstone Borough	451 41	
Somerville Borough	1,840 38	
South Bound Brook Borough.....	155 58	
Bernards Township	1,405 85	
Branchburg Township	259 12	
Bridgewater Township	925 77	
Franklin Township	878 43	
Hillsborough Township	1,597 52	
Montgomery Township	366 66	
		11,343 93

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Sussex County

Newton, Town of	\$1,062 96
Andover Borough	183 12
Branchville Borough	170 34
Franklin Borough	973 39
Hopatcong Borough	686 93
Ogdensburg Borough	68 93
Stanhope Borough	784 24
Sussex Borough	155 72
Andover Township	20 90
Byram Township	628 87
Frankford Township	59 19
Fredon Township	20 69
Green Township	147 38
Hampton Township	97 00
Hardyston Township	692 53
Lafayette Township	83 83
Sparta Township	209 97
Vernon Township	397 58
Wantage Township	125 87

\$6,569 44

Union County

Elizabeth, City	\$74,123 41
Plainfield City	4,101 80
Rahway City	5,194 40
Summit City, on account.....	2,229 16
Westfield, Town of.....	1,640 67
Fanwood Borough	424 36
Garwood Borough	277 56
Linden Borough	754 97
New Providence Borough	116 62
Roselle Borough	544 25
Roselle Park Borough, on account.....	1,160 93
Clark Township	199 18
Cranford Township	4,679 74
Hillside Township	176 94
Linden Township	1,198 87
New Providence Township	53 16
Scotch Plains Township	5 70
Union Township, on account.....	353 58

97,235 30

Warren County

Hackettstown, Town of.....	\$353 03
Phillipsburg, Town of.....	11,388 10
Alpha Borough	336 49
Belvidere Borough	447 81
Washington Borough	1,377 66

COMPTROLLER'S REPORT.

Warren County—*Continued*

Allamuchy Township	\$99 70
Blairstown Township	463 19
Franklin Township	142 53
Frelinghuysen Township	109 04
Greenwich Township	105 24
Hardwick Township	26 88
Harmony Township	214 64
Hope Township	6 00
Independence Township	142 94
Knowlton Township	323 78
Lopatcong Township	1,233 86
Mansfield Township	72 86
Oxford Township	78 86
Pahaquarry Township	8 23
Pohatcong Township	388 33
Washington Township	111 70
White Township	345 18
	\$17,775 55

Total amount disbursed for tax for the year 1917
payable in 1918..... \$2,482,397 72

TAX FOR THE YEAR 1911, PAYABLE IN 1912.

Hudson County	
Jersey City	37,909 40

TAX FOR THE YEAR 1912, PAYABLE IN 1913

Hudson County	
Jersey City	41,399 66

TAX FOR THE YEAR 1913, PAYABLE IN 1914.

Hudson County	
Jersey City	39,950 68
Total	\$2,601,657 46

SPECIAL RAILROAD DEPOSITS.

The State Treasurer makes the following statement of special railroad deposits made by railroad, street railway and traction

corporations, pursuant to the provisions of acts approved February 19th, 1878; April 6th, 1886; March 14th, 1893, and April 14th, 1903, and supplements thereto:

Balance on hand, November 1, 1917.....	\$330,289 36
Amount received to June 30, 1918.....	7,448 00
Total	\$337,737 36
Amount refunded during the year.....	9,119 00
Balance on hand, June 30, 1918.....	\$328,618 36

The State Treasurer is simply the custodian of these deposits, and holds the same until the law under which they are paid has been complied with, when they are repaid to the companies making the same.

DISBURSEMENTS.

The following payments were made during the year just closed, pursuant to the provisions of Chapter 277, Laws of 1917, and supplements; also Chapter 146, Laws of 1906; Chapter 41, Laws of 1908; Chapters 235 and 236, Laws of 1909, and supplements thereto; Chapter 341, Laws of 1913, and Chapter 15, Laws of 1917.

The operation of Chapter 158, Laws of 1914, requires that balances be carried forward after October 31st of each year on requisitions to pay for obligations incurred prior to the end of each fiscal year. In the statement which follows the outstanding balances on requisitions for the payment of obligations of the years 1915, 1916 and 1917 are shown on the left hand side of the page opposite the appropriation. On the right hand side of the page is a statement showing the appropriation for the year ending June 30th, 1918, the amount expended, the amount outstanding on requisition, and in the column marked "Lapsed" is shown the total amount that has lapsed into the State Treasury for the four years, 1915, 1916, 1917 and 1918 from requisition balances during the year ending June 30th, 1918. The amounts in this column may be increased on the adjustment of the outstanding obligations. All contractual obligations for the year 1918 are included in the statement of outstanding requisitions. This is also true of contractual obligations of preceding years. The total amount of outstanding requisitions covers not only the amount current at the close of business on June 30th, 1918, but also requisitions filed until the end of that day together with adjustments and corrections, and allowances made to meet situations created by failure of officials to properly provide for extras and contingencies in connection with contractual obligations for which no provision was made until after the close of business on June 30th, 1918.

COMPTROLLER'S REPORT.

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Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition, 1917-June 30, 1918.	TITLE.	Amounts Paid.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
ACADEMIC CERTIFICATE FUND.							
\$153 50	\$153 50	Expense		\$4,287 46	\$1,763 87 153 50	\$4,534 59	
					\$1,906 87		
\$1,492 00	\$34 05	ADDITIONAL ACCOMMODATIONS FOR INSANE.		\$3,500 00	\$102 16 34 05	\$2,267 84	
		Conservation of property, etc.....					
					\$138 21		
ADJUTANT GENERAL'S DEPARTMENT.							
\$148 34	\$137 43	Adjutant General's salary.....		\$2,500 00			\$2,500 00
63 16		Clerical services	\$10 91	11,650 00	\$9,183 14	\$65 00	2,401 86
119 01		Blankets and stationery.....	63 15	2,800 00	1,366 63	1,433 33	
500 00	43 75	Do. 1916	76 26				
	366 90	Incidentals		2,900 00	1,596 07	1,303 93	
		Annual dues, Inter-State N. G. Association.....		50 00		50 00	
		Printing report, etc., N. J. G. A. R.....		500 00		500 00	133 10
		Balcony and equipping vault.....		900 00		900 00	
\$830 50	\$547 08		\$150 32	\$21,300 00	\$12,145 83 547 08	\$4,253 31	\$5,034 96
					\$12,692 91		

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
			AGRICULTURAL EXPERIMENT STATION.				
			Salaries and expenses.....	\$30,000 00			
			Receipts	12,016 17			
\$3,097 13	\$3,097 33		Printing bulletins		\$42,016 17	\$4,104 26	\$3,314 04
2,374 97	2,374 30		Mosquito Act account.....		7,000 00	2,943 33	2,361 99
412 38	324 68		Investigation oyster propagation.....		15,000 00	3,076 41	1,846 25
174 29	174 30		Dept. poultry husbandry.....		900 00	260 00	615 00
			Receipts	\$7,500 00			
				4,536 94			
1,643 45	1,639 33		Seed Act account.....		12,006 94	615 23	675 61
635 53	627 95		Floriculture account	\$3,500 00	2,500 00	135 67	333 73
			Receipts	1,215 49			
461 54	453 21		Insecticide Act account.....		4,715 40	600 13	330 45
59 54	35 30		Farm demonstration	\$23,000 00	1,000 00		403 31
			Receipts	45 72			
397 63	303 97		Cranberry investigation		23,045 73	2,338 53	5,414 97
260 97	247 10		Egg laying and breeding tests.....		1,500 00	85 94	919 37
			Repairs Experiment Station building.....		3,000 00		1,065 63
			Purchase of tractors, etc.....		600 00	47 33	55 12
315 60	266 76		Concentrated commercial feeding stuffs (receipts).....		2,000 00	1,333 45	
1,116 44	1,046 11		Fertilizer inspection fees (receipts).....		9,523 19	3,647 59	331 39
357 69	332 33		Fences equipment dept., poultry husbandry.....		26,232 32	24,031 14	70 33
1,757 59	1,757 59		Specimen types meat animals.....			2,311 79	24 31
							
\$19,006 15	\$19,016 96			\$157,134 35	\$112,735 46	\$24,516 86	\$29,390 22
					13,016 96		
					\$139,753 43		

COMPTROLLER'S REPORT.

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ANNUITY FOR WIDOWS OF GOVERNORS.

\$300 00		\$2,400 00	\$1,000 00		\$800 00
			200 00		
			\$1,800 00		

ATTORNEY GENERAL'S DEPARTMENT.

\$43 33		\$7,000 00	\$4,066 67		\$2,323 23
50 90		5,000 00	2,323 23		1,666 67
466 50		4,800 00	2,000 00		1,000 00
358 10		16,624 00	11,221 77		5,381 50
		750 00	472 18		277 33
		3,500 00	528 91		1,971 00
		250 00			250 00
		500 00	500 00		
		500 00	500 00		
		500 00	500 00		
		500 00			
		\$38,324 00	\$24,723 86	\$2,978 95	\$11,819 38
\$339 43			841 69		
			\$35,564 55		

BLIND AND FEEBLE-MINDED.

\$4,753 67		\$35,000 00	\$12,984 01		\$10,511 82
8,119 39		106,284 29	65,496 08		23,223 23
		1,000 00			666 67
					333 23

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917—June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
BLIND AND FEEBLE-MINDED—Con.							
\$200 80	\$123 50		Housing, care, etc., of feeble-minded children.....				\$168 20
1,120 20	853 77		Care of feeble-minded in colonies.....				281 62
<u>\$14,290 25</u>	<u>\$11,601 04</u>	<u>.....</u>		<u>\$124,264 29</u>	<u>\$75,460 04</u>	<u>\$13,904 25</u>	<u>\$44,508 20</u>
				<u>11,601 04</u>	<u>.....</u>	<u>.....</u>	<u>.....</u>
				<u>\$90,171 08</u>	<u>.....</u>	<u>.....</u>	<u>.....</u>
BOARD OF COMMERCE AND NAVIGATION.							
			Salaries	\$26,000 00	\$16,245 79	\$2,654 21	\$16,000 00
			Blanks, stationery, traveling expenses, incidentals....	11,000 00	2,986 50	4,585 53	2,417 68
			Maintenance of inland waterway.....	5,000 00		5,000 00	
			Survey of New Jersey Ship Canal.....	5,000 00	4,813 70	186 30	
			Continuation of construction of Bay Head-Manasquan Canal	25,000 00		25,000 00	
			Salaries and expenses.....				
			Do, 1916				
			Do, 1915				
			Bay Head-Manasquan Canal.....				6,902 28
			Expenses in free lightage case.....				
			Appropriation of 1914 in re contract, Department of Inland Waterways				
				<u>\$52,000 00</u>	<u>\$25,146 99</u>	<u>\$28,436 23</u>	<u>\$25,319 94</u>
					<u>29,688 22</u>		
					<u>\$54,314 21</u>		
\$4,005 25	\$2,211 24	\$1,814 91	Salaries				
1,893 49	318 80	1,574 69	Do, 1916				
2,924 45	1,113 97	2,820 48	Do, 1915				
49,919 21	24,184 92	18,832 11	Bay Head-Manasquan Canal.....				
689 88		688 88	Expenses in free lightage case.....				
9,227 56	1,839 19	7,388 37	Appropriation of 1914 in re contract, Department of Inland Waterways				
<u>\$69,689 94</u>	<u>\$28,643 22</u>	<u>\$33,139 44</u>					

COMPTROLLER'S REPORT.

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BOARD OF FISH AND GAME COMMISSIONERS.

\$4,141 79	\$2,887 85	\$5 00	\$4,557 85	\$2,487 01	\$4,070 84	\$1,248 84
2,714 72	2,714 72		5,329 00	2,613 80	2,716 20	
457 85	20				58,284 49*	
88 00						487 55
\$7,402 26	\$5,603 97	\$5 00	\$11,886 85	\$5,099 61	\$25,071 08	\$1,794 29
				5,003 97		
				\$10,703 78		

BOARD OF PUBLIC UTILITY COMMISSIONERS.

\$10,766 97	\$6,015 51	\$12 00	\$24,003 50	\$16,543 50	\$5,987 50	\$1,562 50
1,705 15	54 10		10,000 00	6,646 42	2,333 53	
\$12,470 12	\$6,069 61	\$12 00	4,000 00	2,666 56		1,333 44
			71,887 50	43,005 53	2,978 76	26,853 22
			5,000 00	4,251 92	748 08	
			9,250 00	3,387 44	1,111 50	4,751 06
			13,500 00	6,277 07	7,222 98	
			6,350 00	3,999 93	2,000 07	350 00
			6,650 00	682 98	5,967 02	
			850 00	287 87	463 13	
						5,738 86
						1,649 06
			\$151,500 00	\$84,838 21	\$29,756 57	\$42,243 13
				5,009 61		
				\$91,957 82		

* This amount was transferred from the Hunters and Anglers License Fund and made a part of the State Fund for expenditure by the Board of Fish and Game Commissioners. The status of this remains the same except that it is now a part of the State Fund.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
BOARD OF SHELL FISHERIES.						
		Director's salary	\$2,000 00	\$1,232 25		\$868 72
		Salaries of bureau chiefs.....	2,700 00	2,312 50	\$387 50	1,190 00
		Salaries of clerk, codifier and stenographer.....	1,000 00	570 00	530 00	300 00
		Salaries of captains and crews.....	12,000 00	11,324 96	1,211 00	4,854 14
		Maintenance of crew, Steamer Cypher.....	500 00	500 23	290 73	
		Coal for Guard Boat Cypher.....	1,500 00	400 00	1,100 00	
		Rent of offices.....	200 00	100 00	100 00	
		Repairs to boats.....	1,750 00	57 53	1,692 47	
		Traveling expenses and incidentals.....	3,000 00	1,273 63	1,176 37	550 00
		Blankets and stationery.....	600 00	64 46	535 51	
		Oyster and clam industry, Chap. 116, P. L. 1917.....	2,613 00	2,340 73	562 96	217 40
\$110 00	\$107 50	To C. R. Bacon as compensation for loss of son.....	300 00	300 00		
4,200 63	4,253 97	Salaries and expenses.....				
119 01	40 50	Do. 1918				1 05
<u>\$4,499 63</u>	<u>\$4,405 97</u>		<u>\$26,408 00</u>	<u>\$21,635 23</u>	<u>\$4,916 61</u>	<u>\$7,945 43</u>
				4,408 97		
			<u>\$26,008 20</u>			
BUDGET ACT EXPENSES.						
\$6,563 24	\$171 40	Expenses	\$5,000 00	\$3,672 40	\$1,927 60	
				171 40		
				<u>\$3,342 90</u>		
BURIAL GROUNDS.						
		Care and maintenance of burial grounds.....	\$75 00	\$50 00	\$25 00	

CIVIL SERVICE COMMISSION.

\$3,498 81	\$1,851 73	\$356 74		\$10,500 00	\$4,997 81		\$3,502 89
\$3,498 81	\$1,851 73	\$356 74		\$2,006 97	\$1,739 68	\$977 30	9,579 99
				4,500 00	2,668 96	1,833 04	
				533 08	488 13	94 90	
				8,000 00	1,276 43	1,734 58	
				5,000 00	4,925 45	507 55	
							784 34
				\$35,830 00	\$37,650 95	\$5,137 87	\$13,667 02
					1,851 73		
					\$39,511 68		
				\$1,000 00	\$345 06	\$764 34	\$370 08
					1,537 73		
					\$1,783 38		

COMMISSION FOR THE SURVEY OF MUNICIPAL FINANCING.

Expenses

\$2,597 76	\$1,537 72	
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COMMISSION FOR AMELIORATING THE CON-
DITION OF THE BLIND.

\$1,542 00	\$1,506 13	\$33 87	Aiding blind	\$11,200 00	\$4,450 58	\$4,749 43	
300 55	236 29	3 26	Extension of home industries.....	1,840 00	1,151 19	494 90	\$138 82
304 04	199 88	4 16	Preventive work	1,500 00	805 68	694 33	
			Revolving industrial fund.....	1,000 00	54 70	50 00	836 30
211 77	211 03		Publicity, demonstrations and sales.....	250 00	201 40	48 60	74
40 00	40 00		Rent of building or rooms.....	700 00	270 00	490 00	
\$2,356 36	\$2,357 33	\$40 29		\$16,550 00	\$5,933 55	\$4,527 33	\$1,663 86
					2,357 33		
					\$11,190 38		

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
		COMMISSION ON ELIMINATION OF TOLL BRIDGES.				
\$332 07	\$332 07	Expenses	\$1,500 00	\$28 04	\$1,476 96	
100,000 00		Purchases of toll bridges.....	100,000 00	20,000 00	80,000 00	
<u>\$100,332 07</u>	<u>\$332 07</u>		<u>\$101,500 00</u>	<u>\$20,028 04</u>	<u>\$81,476 96</u>	<u>.....</u>
				<u>100,000 00</u>		<u>.....</u>
				<u>\$130,028 04</u>		<u>.....</u>
		COMMISSION TO INVESTIGATE CONDITION OF CHARITABLE INSTITUTIONS.				
\$2,000 00	\$2,000 00	Expenses	\$3,000 00	\$3,548 14	\$458 86	
						<u>.....</u>
		COMMISSION TO INVESTIGATE HIGH COST OF LIVING.				
\$432 74	\$432 74	Expenses	\$500 00		\$600 00	
						<u>.....</u>
		COMMISSION ON OLD AGE INSURANCE AND PENSIONS.				
\$350 00	\$350 00	Expenses	\$1,200 00		\$1,200 00	
						<u>.....</u>

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
COMMISSIONER OF EDUCATION.							
			Salary of Commissioner.....	\$10,000 00	\$6,666 67		\$3,333 34
\$13 51	\$13 50		Salaries of four assistants.....	17,156 26	10,687 50		6,468 76
\$7 53	\$7 50		Clerical services	24,243 75	14,975 57	\$4,788 18	4,808 96
\$74 96	168 00		Salary of Inspector of buildings.....	2,800 00	1,866 67		933 33
			Salary of Inspector of accounts.....	2,800 00	1,866 67		933 33
10,346 37	6,662 73	\$3,683 64	Blanks and stationery.....	19,000 00	2,266 42	15,733 58	
1,197 41		1,197 41	Do. 1916				
320 61	157 75	132 86	Do. 1915				
4,022 92	2,960 51	573 50	Incidentals	12,100 00	7,147 08	4,953 92	508 91
507 59	21 20	486 29	Do. 1916				
			Copies of manuals.....	2,500 00	2,500 00		
259 75	255 13	4 62	Educational bulletin	1,900 00	667 00	648 00	
5,966 24	5,883 78	82 46	Physical and military training.....	12,000 00	2,239 94	8,510 06	
\$22,955 89	\$16,179 20	\$6,160 78		\$108,900 00	\$52,963 53	\$34,767 74	\$16,794 65
			COMMISSIONERS OF THE PALISADES INTER- STATE PARK.		16,179 20		
			Expenses	\$25,000 00	\$19,137 49	\$5,873 51	\$0 14
\$13,801 34	\$13,801 70		Carrying out the provisions of Chapter 124, P. L. 1910.	25,000 00	25,000 00		
				\$50,000 00	\$44,127 49	\$5,873 51	\$0 14
\$13,801 84	\$13,801 70				11,801 70		
			COUNTY BOARDS OF TAXATION.		\$57,929 19		
			Salaries of members.....	\$100,900 00	\$47,101 60		\$22,698 40

COMPTROLLER'S REPORT.

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COMMITTEE ON EDUCATION.

Expenses	\$1,000 00	\$275 65	\$724 35	
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COUNTY LUNATIC ASYLUMS.

\$75,132 15	\$40,113 84	\$35,014 21	Support—Essex County	\$74,008 86	\$53,657 51	\$32,323 23
21,577 15	20,552 29	834 96	Hudson County	32,000 00	24,722 28	16,333 23
			Camden County	25,000 00	6,266 67	7,123 23
5,264 26	3,293 86		Burlington County	15,000 00	3,496 87	6,965 40
1,097 13	890 86		Passaic County	4,000 00	1,642 29	1,549 90
1,123 14		1,123 14	Do. 1914			
322 00	156 00		Gloucester County	800 00	221 28	423 67
325 45	104 00		Cumberland County	12,000 00	2,963 79	4,323 23
			Salem County	800 00	166 52	498 12
			Atlantic County	11,500 00	4,982 21	2,633 23
\$104,742 23	\$45,110 85	\$37,022 21		\$243,100 00	\$145,809 49	\$104,443 44
					65,110 85	

COUNTY SUPERINTENDENTS.

Salaries	\$35,000 00	\$42,000 00		\$21,000 00
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COUNTY TUBERCULOSIS HOSPITALS.

\$2,372 57	\$2,372 57		Support—Atlantic County	\$3,329 01	\$1,530 85	
1,457 64	1,457 64		Camden County	6,000 00		\$0 01
12,068 87	12,068 84		Essex County	14,500 00		22
13,201 29	13,201 26		Do. 1916			

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
COUNTY TUBERCULOSIS HOSPITALS—Con.						
		Support—Hudson County	\$44,561 98	\$44,245 55	\$316 43	
\$1,348 90	\$1,348 90	Mercer County	6,100 00		6,100 00	
7,000 00	7,000 00	Morris County	4,213 00			
		Union County	15,709 00	15,709 00		
<u>\$37,427 27</u>	<u>\$37,427 21</u>		<u>\$85,943 94</u>	<u>\$87,995 23</u>	<u>\$7,947 28</u>	<u>\$0 23</u>
				<u>\$7,427 21</u>		
				<u>\$125,428 00</u>		
COURT OF CHANCERY.						
		Chancellor's salary	\$12,000 00	\$5,665 85		\$4,332 34
		Vice Chancellors' salaries	94,000 00	64,000 00		32,000 00
\$727 32	\$156 75	Compensation of Sergeant-at-Arms, etc.	6,700 00	4,133 97	\$1,946 03	1,270 57
		Compensation of stenographers, etc.	21,000 00	13,716 65	6,453 35	800 00
2,753 47	1,107 93	Compensation of Advisory Masters, etc.	15,000 00	6,023 32	8,976 68	1,850 49
1,649 00	1,629 00	Rent of rooms	7,616 00	2,119 00	4,427 00	30 00
150 00	6 10	Expenses in connection with rent of rooms ..	150 00	24 27	125 73	143 90
		Compensation of stenographer to Chancellor ..	900 00	400 00		300 00
		Allowance for stationery	500 00	279 14	220 86	
<u>\$5,224 79</u>	<u>\$3,899 53</u>		<u>\$100,566 00</u>	<u>\$100,453 01</u>	<u>\$32,079 65</u>	<u>\$49,413 30</u>
				<u>2,839 53</u>		
				<u>\$103,292 54</u>		
		COURT EXPENSES.				
		Compensation of substitute judges	\$750 00		\$750 00	

COURT OF ERRORS AND APPEALS.

Compensation of Judges.....			\$22,000 00	\$2,800 00	\$12,640 00	
Compensation of officers.....			1,750 00	1,198 66	553 34	
Copies of opinions.....			1,250 00	780 72	469 28	\$4 41
Incidentals			150 00	80 25	119 75	
Do. 1916						
			<u>\$35,150 00</u>	<u>\$10,397 63</u>	<u>\$14,783 87</u>	<u>\$4 41</u>
				57 91		
				<u>\$10,425 54</u>		

COURT OF PARDONS.

Compensation of Judges.....			\$5,000 00	\$2,290 00	\$2,720 00	\$1,760 00
Compensation of officers and incidentals.....			1,500 00	1,405 00	96 00	
			<u>\$6,500 00</u>	<u>\$3,685 00</u>	<u>\$2,815 00</u>	<u>\$1,760 00</u>
				20 00		
				<u>\$3,705 00</u>		

DEPARTMENT OF AGRICULTURE.

Salaries of officers and employes.....			\$57,000 00	\$26,619 40	\$1,155 90	\$19,294 70
Expenses			62,000 00	27,928 52	14,475 75	19,600 72
County Boards of Agriculture.....			1,000 00	960 00		40 00
Salaries and expenses.....						5,511 53
Do. 1916						1,941 02
			<u>\$120,000 00</u>	<u>\$55,503 92</u>	<u>\$15,631 65</u>	<u>\$40,806 45</u>
				6,379 57		
				<u>\$71,833 49</u>		

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
DEPARTMENT OF ARCHITECTURE.							
\$449 97	\$449 97		Salaries and expenses.....	\$35,000 00	\$14,585 85	\$10,414 15	
682 61	389 12		Blue prints, drawing materials, etc.....				\$313 49
175 45	130 53		Inspectors' salaries and expenses.....				44 99
196 61	50 15		Technical services				146 46
<u>\$1,504 82</u>	<u>\$999 77</u>	<u>.....</u>		<u>\$35,000 00</u>	<u>\$14,585 85</u>	<u>\$10,414 15</u>	<u>\$694 85</u>
					999 77		
					<u>\$15,585 02</u>		
DEPARTMENT OF BANKING AND INSURANCE.							
			Commissioner's salary	\$4,000 00	\$4,000 00		\$2,000 00
			Deputy's salary	3,500 00	2,323 23		1,166 77
			Compensation of assistants.....	22,000 00	14,144 46	\$211 51	7,444 03
\$39 00	381 72		Blanks and stationery.....	7,850 00	4,843 17	2,506 83	28 32
910 04	300 55		Incidentals	4,200 00	2,559 96	1,610 34	493 56
694 12			Compensation, building and loan examiners.....	23,000 00	12,683 76	663 91	9,673 33
			Expenses, building and loan examiners.....	4,000 00	1,994 07	2,005 98	437 28
814 18	376 90		Real estate appraisals.....	300 00	5 00		295 00
245 89	263 40		Compensation, rating inspection bureau.....				87 49
<u>\$2,793 94</u>	<u>\$1,766 87</u>	<u>.....</u>		<u>\$70,350 00</u>	<u>\$42,672 40</u>	<u>\$4,906 53</u>	<u>\$31,315 75</u>
					1,766 87		
					<u>\$44,338 97</u>		

COMPTROLLER'S REPORT.

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DEPARTMENT OF CHARITIES AND CORRECTIONS.

\$172 41	\$40 06		Commissioner's salary	\$4,000 00	\$2,666 67		\$1,333 33
			Clerical services	4,500 00	2,526 85	\$1,673 15	
			Agent's salary	1,200 00	666 67		666 66
			Travelling expenses of Commissioner and assistants...	2,000 00	663 49		500 00
			Blanks and stationery.....	800 00	310 24	469 76	
226 26	30 29		Incidentals	1,500 00	613 13	534 87	243 97
			Furniture	500 00	102 00	236 00	
243 11	56 49		Research work	1,000 00	574 32	53 26	528 24
			Deportation of aliens.....	1,500 00	43 71	451 29	1,000 00
			Salaries and expenses (Chap. 147, P. L. 1918).....	600 00		690 00	
\$641 78	\$126 83			\$17,600 00	\$9,461 68	\$5,376 94	\$4,276 33
					136 83		
					\$8,593 51		

DEPARTMENT OF CONSERVATION AND DEVELOPMENT.

\$6,567 11	\$4,554 57	\$1,013 64	Salaries and expenses.....	\$61,800 00	\$36,368 37	\$4,853 23	\$20,579 40
254 61	4 50		Do. 1916				250 61
1,384 11	1,339 29		Do. 1915				24 53
2,256 08	1,713 06	494 02	Forest fire account.....	6,300 00	2,702 43	2,497 53	
			Heating, lighting and equipment of laboratory.....	5,050 00	1,727 86	2,333 14	
			Chemical and testing laboratory.....				
19,064 11	8,515 34	10,548 77	Completion of improvement, Shark River Inlet, 1916..				
3,147 98	3 90	3,145 13	Do. 1917				
1,968 92	1,842 83	126 10	Shark River Inlet, Monmouth County, balance of ap-				
6,664 83	4,001 91	2,662 97	ropriations forwarded				
\$40,257 70	\$32,008 29	\$18,009 53		\$73,650 00	\$41,798 71	\$10,671 89	\$20,854 23
					22,008 29		
					\$33,802 00		

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
DEPARTMENT OF HEALTH.							
			Salaries of officers and employees.....	\$96,000 00	\$94,006 94	\$23 29	\$31,689 67
			Expenses	44,000 00	20,050 08	23,949 97	
	\$4,989 78	\$2,140 94	Salaries and expenses.....				
	108 00	1,621 08	Do. 1916				
				\$140,000 00	\$94,056 97	\$24,273 36	\$31,689 67
	\$5,097 57	\$3,761 96			5,097 57		
					\$39,154 84		
DEPARTMENT OF LABOR.							
			Salaries	\$36,000 00	\$42,899 48	\$1,320 36	\$24,799 16
			Expenses	31,000 00	16,627 63	10,238 96	4,122 53
			Expenses incurred by Commission to investigate ex- plosives	206 33	206 33		
			Establishment of Farm Bureau.....	5,000 00	490 00	4,570 00	
	\$4,386 11	\$950 63	Salaries and expenses.....				
	131 13	125 68	Do. 1916				
				\$131,206 88	\$94,154 96	\$16,129 21	\$26,922 69
	\$5,447 87	\$4,371 61			4,371 61		
					\$30,536 59		
DEPARTMENT OF PUBLIC REPORTS.							
			Commissioner's salary	\$2,000 00	\$1,323 23		\$666 67
			Clerk's salary	800 00	400 00		200 00

COMPTROLLER'S REPORT.

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\$19 20	\$9 15	Blanks and stationery.....	50 00		\$50 00	10 05
50 00	2 16	Incidentals	50 00		50 00	47 84
<u>\$69 20</u>	<u>\$11 31</u>		<u>\$2,700 00</u>	<u>\$1,723 33</u>	<u>\$100 00</u>	<u>\$324 56</u>

DEPARTMENT OF WEIGHTS AND MEASURES.

\$453 54	\$330 01	Salaries	\$3,740 00	\$6,641 59		\$2,068 41
		Traveling expenses and incidentals.....	2,270 00	1,476 35	\$1,733 75	
		Blanks and stationery.....	300 00	133 57	106 43	
		Salaries and expenses.....				72 53
<u>\$453 54</u>	<u>\$330 01</u>		<u>\$12,210 00</u>	<u>\$5,311 41</u>	<u>\$1,900 13</u>	<u>\$2,170 94</u>

EMERGENCY.

\$7,739 30	\$2,714 63	For the Governor for emergencies.....	\$10,000 00	\$2,110 26	\$7,339 74	
<u>\$7,739 30</u>	<u>\$2,714 63</u>			<u>\$,714 63</u>		

EXECUTIVE DEPARTMENT.

\$230 83		Governor's salary	\$10,000 00	\$6,693 66		\$3,333 34
2,006 78	\$1,877 36	Secretary to Governor's salary.....	4,000 00	2,663 66		1,333 34
		Salaries of assistants.....	7,100 00	5,061 01	\$540 06	1,498 94
		Blanks and stationery.....	1,250 00	506 96	743 04	
		Incidentals	5,750 00	3,708 93	2,046 02	
<u>\$2,237 66</u>	<u>\$1,877 36</u>		<u>\$28,100 00</u>	<u>\$13,605 27</u>	<u>\$2,339 11</u>	<u>\$4,165 63</u>
				<u>1,877 36</u>		
						<u>\$20,453 63</u>

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition, Oct. 31, 1917.	TITLE.	Amounts Paid.	Carried Forward on Requisition, June 30, 1918.	Lapsed.
		Evening Schools for Foreign-Born Residents.			
		Establishment of evening schools.....	\$12,000 00	\$4,148 49	\$7,851 51
		FIRST SUPPLEMENT TO COMPILED STATUTES.			
		Publishing, etc.		\$7,308 75	\$294 25
		HEALTH OFFICERS, PORT PERTH AMBOY.			
		Salary of Health Officer.....	\$1,000 00	\$998 56	\$23 44
		Salary of Deputy Health Officer.....	250 00	166 54	83 46
			\$1,250 00	\$833 13	\$416 87
		HOME FOR DISABLED SOLDIERS, KEARNY.			
		Support	\$77,000 00		
		Receipts	29,273 01		
		General repairs and additions.....	\$97,273 01	\$39,000 94	\$58,272 07
		Expenses of farm, stable, garage, etc.....	8,500 00	821 53	7,678 47
		Installation of boilers and equipment.....	2,000 00	1,546 82	453 18
		New boiler	13,500 00		13,500 00
		Erecting storehouse, etc.....			28 45
			\$129,273 01	\$91,369 29	\$38,903 72
			12,849 11	12,849 11	\$30 08
					\$104,218 50

COMPTROLLER'S REPORT.

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HOME RULE COMMISSION.

Salaries and expenses.....	\$9,000 00	\$9,000 00		
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INDUSTRIAL EDUCATION.

Payments to schools established for industrial education	\$2,354 47	\$20,000 00	\$27,000 00		\$2,000 00
Payments to schools for manual training.....	\$2,354 47	\$20,000 00	\$23,908 00	\$20,092 00	
.....		\$230,000 00	\$256,908 00	\$20,092 00	\$2,000 00
.....			2,354 47		
			\$259,262 47		

JOINT JUDICIAL INVESTIGATING COMMISSION.

Expenses	\$1,000 00	\$9,200 00	\$9,156 80	\$34 20	\$918 08
.....			81 92		
.....			\$9,247 72		

JUDICIAL RETIREMENT FUND.

Judges' pensions	\$555 54	\$6,668 66	\$4,441 32		\$2,227 34
.....			555 54		
			\$4,999 86		

* The amount carried forward on requisitions in the case of this institution is the total balance to the credit of the institution on the books of the Comptroller on June 30, 1912. As Chapter 158, P. L. 1914, permits the Comptroller to issue requisitions based upon the anticipated receipts of these institutions, the total amount of requisitions outstanding exceeds this balance, as they have been issued on the anticipated receipts, but which have not yet been received by the institution and deposited in the State treasury. The amount reported represents the total amount of the requisitions that are chargeable against the balance in the State fund.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
LAW AND EQUITY REPORTS.							
			Publication of Chancery reports.....	\$7,000 00	\$2,977 04	\$4,022 96	
\$3,414 89	\$8,053 96		Publication of law reports.....	3,500 00		3,500 00	\$350 93
500 00	500 00		Salary of Chancery Reporter.....	500 00	333 33		166 67
97 26	84 70		Do. 1916				12 56
			Salary of Supreme Court Reporter.....	500 00	333 33		166 67
653 75	450 00		Binding Chancery and law reports.....	950 00	455 00	455 00	202 75
				<u>\$12,450 00</u>	<u>\$4,073 70</u>	<u>\$8,027 96</u>	<u>\$904 58</u>
\$4,664 90	\$4,093 66				4,093 66		
					<u>\$8,173 36</u>		
LEGISLATURE.							
			Compensation of Senators and Members of the General Assembly	\$40,833 32	\$40,833 32		
			Compensation of officers and employees.....	49,450 00	49,450 00		
			Manuals of the Legislature.....	2,500 00	2,500 00		
			Incidental and contingent expenses.....	12,500 00	12,068 95	\$431 05	
			Toilet and other necessary supplies.....	1,000 00	917 08	82 92	
				<u>\$106,383 32</u>	<u>\$105,769 30</u>	<u>\$614 02</u>	<u>.....</u>
MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED YOUTH.							
			Maintenance	\$40,000 00			
			Receipts	7,511 63			
\$5,329 25	\$5,151 22	\$123 03			\$32,551 59	\$12,708 86	\$1,851 13
13 85	13 85		Materials for permanent improvements.....	4,000 00	2,970 98	1,029 02	
151 25		151 25	Do. 1916				

COMPTROLLER'S REPORT.

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Repairs to buildings.....	1,500 00	544 47	985 53	
Construction of new road.....	1,000 00		1,000 00	
Trees and fences.....	500 00		500 00	
Purchase of land, building, etc.....	11,500 00	5,119 60	6,380 40	
Administration building and principal's house.....	7,500 00		7,500 00	
Installation of water supply system, tank, etc.....	5,000 00		5,000 00	
Connecting sewer system with Bordentown system.....	5,000 00		5,000 00	
Erecting a girls' dormitory.....	14,000 00		14,000 00	
Samuel W. Gordon trade building.....				
Construction of cottage (insurance, 1910).....				
Furnishing and equipping cottage (insurance, 1916)...				
Equipment of trade building.....				
Dormitory and equipment.....				
	<u>\$97,511 63</u>	<u>\$40,606 59</u>	<u>\$55,653 86</u>	<u>\$1,261 18</u>
		<u>23,660 13</u>		

MONMOUTH BATTLE MONUMENT.

Expenses of the Commission.....	\$643 00	\$373 14	\$270 86	
		<u>113 80</u>		
		<u>\$484 94</u>		

NATIONAL GUARD.

Expenses for brigade, regimental, artillery, battalion and squadron headquarters.....	\$650 00	\$650 00		
Allowances for seventy-five companies of infantry...	5,000 00	5,000 00		
Transportation for battalion drills, etc.....	2,257 86	\$3,743 14	\$1 17	
Department of rifle practice.....	9,000 00	3,504 61	5,495 39	
Annual encampment	52,520 80	27,800 73	24,720 07	53
State Camp Grounds.....	10,000 00	8,115 45	1,884 55	572 33
State Arsenal	1,500 00	679 62	782 52	38 46
Military boards and courts martial.....	600 00		600 00	5 91
Transportation of disabled soldiers.....	30 00	12 16	17 84	

\$7 17	\$6 00		
22 49	22 49		
13,960 94	13,960 86		
1,631 93	1,059 00		
169 03	163 43		
9 31	3 40		

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
NATIONAL GUARD-Con.							
\$2,634 53	\$2,122 00	\$712 53	Expenses of Regimental Armories.....	\$22,500 00	\$16,297 85	\$6,153 94	\$48 21
3,486 43	2,163 15		Expenses of Battery, Troop and Battalion Armories..	23,000 00	13,988 64	3,692 42	6,322 22
2,450 62	1,679 63		Expenses of Company Armories.....	13,500 00	6,729 96	1,241 40	7,296 79
2,890 00	2,373 11		Insurance	11,470 00	6,551 27	4,913 73	16 89
946 67	432 00		Horse allowance, camp officers.....	600 00		600 00	514 67
33,012 71	32,653 79		Ordnance stores, etc.....	111,161 20	59,763 46	51,408 74	353 32
261 77	240 00		Uniform and equipment allowances.....	6,500 00	1,853 00	5,147 00	21 77
325 44	9 33		Maintenance, etc., of Medical Corps.....	1,000 00		400 00	916 11
1,982 44	1,983 44		Pay of Instructor-Inspector's Clerk.....	600 00	400 00	200 00	
.....			Pay of Signal Corps, caretaker.....	500 00	322 00	196 00	
.....			Extraordinary repairs, etc., to armories.....	10,000 00	2,679 85	7,320 15	
.....			Paving assessment, Battery B.....	3,107 00	3,106 11		89
.....			Burial expenses for Private John E. Smith.....	160 00	159 35		65
.....			Deficiency appropriation for animals purchased in June, 1916	14,485 90	14,485 90		
.....			Officers' expenses, attending Military Boards, courts martial, etc.	1,000 00	785 89	214 11	
.....			Railroad claims for transportation.....	6,549 25	6,549 50		75
.....			Street paving assessment, Third Regiment.....	81 08	81 08		
3,000 00	2,100 00		Additional compensation, militia officers.....				900 00
2,102 43	462 90		Expenses, 260th anniversary, Newark, 1916.....				1,639 52
2,645 53	599 37		Expenses, annual encampment, 1916.....				1,946 21
65,000 00	51,194 80	13,805 20	Wrightstown Cantonment				
3 33	3 33		Furnishing New Brunswick Armory.....				
803 90	532 90		Painting, repairing, etc., at State Camp Ground.....				
7,844 96	7,296 41	48 57	Purchase of supplies, equipment, etc., pursuant to Chapter 2, P. L. 1917.....				221 00
2,400 00	450 00		Rent of stables, Drill Grounds, Troop D.....				
5 85	3 35		Reimbursement Troop D, for existing liabilities.....				1,960 00
.....							2 50

COMPTROLLER'S REPORT.

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[illegible]

* Unexpended balance reappropriated pursuant to Chapter 200, Laws 1918.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid. 1917-June 30, 1918.	TITLE.	Carried Forward on Requisition June 30, 1918.
		NEW JERSEY HOME FOR DISABLED SOLDIERS, SAILORS, ETC.	
\$63 50	\$62 50	Salary of Commandant.....	\$62 50
41 63	41 63	Salary of Adjutant.....	41 67
1,197 98	1,121 19	Salaries of assistants.....	1,212 16
		Maintenance	3,363 69
		Receipts	
8,960 86	8,461 60	Do. 1916	17,863 20*
2,118 23	1,106 70	Fire insurance premiums.....	
108 04	98 23	Travelling expenses of managers.....	125 68
51 53	51 53	Fire walls, repairs and replacements.....	118 86
		New well, etc.....	10,684 13
2,218 00	3,068 00		
\$15,763 46	\$14,063 47		\$80,128 20
			14,083 47

NEW JERSEY REFORMATORY.

\$72 62	\$72 42		Expenses of Commissioners.....	\$600 00	\$275 68	\$100 56	\$24 00
			Salary of Superintendent.....	4,000 00	2,006 64		1,323 36
79 25	79 25		Salaries of subordinate officers and employes.....	70,000 00	45,963 35	1,861 81	22,176 84
			Maintenance				
			Receipts	71,574 14	57,653 37	13,921 87*	
10,705 36	10,324 63	\$369 73	Furniture, appliances and repairs.....	12,321 00	6,491 84	5,829 16	
2,198 48	1,247 53	1,946 96	Payments to discharged inmates and recapturing escapes				
	33 41		Expenses of parole officers.....	5,000 00	2,578 74	143 28	2,379 00
65 82	28 94		Fuel and water.....	1,500 00	272 61	94 82	1,219 45
1,005 64	1,005 63		Farm live stock, implements, etc.....	20,000 00	12,956 58	6,043 44	01
87 89	84 90			3,119 00	1,421 68	1,697 32	2 49

COMPTROLLER'S REPORT.

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Superintendent, for allowance for salary in lieu of residence	660 00	855 00	55 00	220 00
Traveling expenses of Superintendent.....	200 00	154 47	14 53	31 00
Working capital for State use system.....	\$15,000 00			
Receipts	43,495 10			
Materials for construction of officers' quarters.....	53,495 10	50,808 65	7,682 45	
Printing machinery and equipment.....	2,500 00		2,500 00	
Payment of bills for fiscal year, 1917.....	9,000 00	7,683 98	1,316 02	
Purchase of machinery.....	1,370 56		1,270 56	
Payments to inmates for wages.....				
Purchase of farm land, 1916.....				
Materials for fire sprinkling, 1916.....				
	<u>\$280,149 80</u>	<u>\$190,304 37</u>	<u>\$42,579 63</u>	<u>\$37,266 21</u>
		<u>25,667 38</u>		
		<u>\$218,971 75</u>		
NEW JERSEY SCHOOL FOR THE DEAF.				
Boilers and excavation.....	\$4,000 00			\$4,000 00
Shoe machinery	700 00	\$699 16	\$9 84	
Maintenance	\$67,000 00			
Receipts	1,140 57			
Erection of south wing.....				
	<u>\$250 00</u>	<u>54,724 06</u>	<u>13,406 52*</u>	<u>2,048 42</u>
				<u>63 34</u>
	<u>\$10,490 32</u>	<u>\$55,433 21</u>	<u>\$13,407 36</u>	<u>\$8,111 76</u>
	<u>21 84</u>	<u>10,512 16</u>		
	<u>\$10,512 16</u>	<u>\$74,840 57</u>		
		<u>10,512 16</u>		
		<u>\$65,945 37</u>		

* The amount carried forward on requisitions in the case of this institution is the total balance to the credit of the institution on the books of the Comptroller on June 30, 1912. As Chapter 138, P. L. 1914, permits the Comptroller to issue requisitions based upon the anticipated receipts of these Institutions, the total amount of requisitions outstanding exceeds this balance, as they have been issued on the anticipated receipts, but which have not yet been received by the institution and deposited in the State treasury. The amount reported represents the total amount of the requisitions that are chargeable against the balance in the State fund.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
NEW JERSEY INTERSTATE BRIDGE AND TUNNEL COMMISSION.							
Expenses				\$1,250 00	\$723 43	\$526 57	
OFFICE OF CLERK IN CHANCERY.							
Salary of Clerk.....				\$4,000 00			\$2,000 00
Clerical services	\$13 37			32,000 00	25,742 13	\$257 32	12,484 17
Blanks and stationery.....	550 00	\$258 80		5,000 00	1,282 70	2,746 30	
Do. 1916		113 00					
Do. 1915		88 96					
Incidentals	119 24			3,700 00	2,814 00	886 00	428 80
Do. 1916	6 83						213 06
Renewal of old indices.....				300 00		300 00	
	\$2,329 77			\$54,000 00	\$23,809 93	\$5,190 12	\$16,129 03
		\$600 75			639 99		
					\$24,439 87		
OFFICE OF CLERK OF SUPREME COURT.							
Salary of Clerk.....				\$4,000 00			\$2,000 00
Clerical services	\$12 50			17,740 00	11,540 64	\$128 08	7,806 24
Blanks and stationery.....	215 25	\$684 19		2,500 00	755 83	1,744 13	
Do. 1916		185 86					
Incidentals	62 92	731 53		1,900 00	1,948 00	551 91	
Do. 1916	86						65 49

COMPTROLLER'S REPORT.

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	\$3,091 51	\$298 58	\$1,561 58	Vault equipment	1,000 00		1,000 00	\$3,870 73
					\$39,140 00	\$17,844 61	\$2,432 06	
						222 53		
						\$17,827 14		
OFFICE OF COMPTROLLER.								
				Salary of Comptroller.....	\$6,000 00	\$4,000 00		\$1,000 00
				Salary of Deputy Comptroller.....	5,000 00	3,333 33		1,666 67
	\$179 35	\$13 00		Compensation for clerical services and expenses.....	11,500 00	6,382 39	\$904 28	4,101 18
	318 96	177 38	\$641 07	Blanks and stationery.....	3,500 00	2,677 90	822 10	
	1,328 66	42 72		Incidentals	4,500 00	2,181 64	2,311 86	1,233 94
	285 05	\$71 76		Salary and expenses, Bureau of Audit.....	20,368 00	18,388 72	1,963 28	448 80
	539 46	553 49		Requisition Act expenses.....	3,500 00	1,550 85	3,117 30	177 92
				Premium on bonds.....	300 00	150 00		150 00
						\$38,851 83	\$7,587 22	\$8,728 01
\$3,209 97	\$1,057 84		\$641 07		\$54,666 00	1,057 84		

OFFICE OF COMPTROLLER.

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OFFICE OF THE TREASURER.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
		OFFICE OF COMPTROLLER AND TREASURER.				
		Carrying out provisions of Chapter 233, P. L. 1907.....	\$4,000 00	\$3,000 00		\$1,000 00
		OFFICE OF SECRETARY OF STATE.				
		Salary of Secretary of State.....	\$4,000 00	\$4,000 00		\$2,000 00
		Salary of Assistant Secretary of State.....	2,000 00	2,000 00		1,000 00
		Compensation for clerical services.....	24,400 00	16,246 64		8,970 72
		Incidentals	4,400 00	2,231 14	\$2,168 86	51
		Blanks and stationery.....	12,500 00	5,300 05	8,100 95	
		Do, 1916				
		Preserving old records by Emery process.....	1,000 00	338 00	614 00	5 67
		Purchase of corporation laws.....	2,000 00		2,000 00	
		To Pennsylvania Railroad Co. for refund for dupli- cate commissions, etc.....	213 00			213 00
		Expenses in connection with soldiers' vote.....	1,000 00	477 23	422 65	100 00
			\$55,513 00	\$30,840 15	\$12,308 49	\$11,204 90
	\$5,786 24			5,206 60		
				\$35,043 75		
		OFFICE OF SECRETARY OF STATE, DEPART- MENT OF MOTOR VEHICLES.				
		Commissioner's salary	\$1,500 00	\$1,000 00		\$500 00
		Chief Inspector's salary.....	1,800 00	1,250 00		550 00
		Deputy Chief Inspector's salary.....	1,000 00	1,000 00		450 00
		Compensation of inspectors.....	43,200 00	27,461 33		15,738 67

\$6,864 90	\$5,806 24	\$1,178 66	Expenses and equipment of inspectors.....	32,000 00	14,480 77	\$7,519 28	
3,373 99	1,619 53		Compensation for clerical services.....	12,000 00	7,847 25	85 11	4,067 56
62 97	6 50		Incidentals	5,000 00	2,239 13	2,770 87	1,659 43
391 24	729 55		Do. 1916	7,000 00	5,585 56	1,414 44	56 47
424 54	424 54		Blanks and stationery.....				
125 75	71 75		Do. 1916	300 00	113 75	186 25	54 00
165 00	165 00		Reimbursement for applicants for licenses.....	500 00	418 50		81 50
.....			Inspectors' liability insurance.....	5,000 00	5,000 00		
.....			Purchase of automobiles.....	62,000 00	58,854 20	3,345 80	
.....			Purchase and pecking of identification marks, etc.....				
<u>\$11,932 39</u>	<u>\$3,398 60</u>	<u>\$1,764 89</u>		<u>\$161,900 00</u>	<u>\$126,090 57</u>	<u>\$15,321 70</u>	<u>\$23,157 62</u>

OLD BARRACKS' ASSOCIATION.

.....			Maintenance, etc.	\$2,500 00	\$2,500 00		
.....			Complete restoration, etc., Old Barracks.....	5,000 00		\$5,000 00	
.....				<u>\$7,500 00</u>	<u>\$2,500 00</u>	<u>\$5,000 00</u>	<u>.....</u>

PASSAIC VALLEY SEWAGE CONSOLIDATION COMMISSION.

.....			Expenses	\$500 00	\$126 95	\$33 05	\$240 00
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PENSIONS.

\$3,454 53	\$604 24		For pensions	\$15,000 00	\$7,376 92	\$392 80	\$10,180 76
.....					604 24		
.....					\$7,981 26		

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
			PENSIONS OF TEACHERS AND SCHOOL OFFICERS.				
			For teachers' pensions, 1917-1918.....	\$190,376 23	\$155,023 21	\$35,353 02	

			PENSION RETIREMENT COMMISSION.				
			Expenses	\$4,800 00	\$4,769 40	\$30 60	

			PORTRAITS.				
\$1,000 00	\$1,000 00		Portrait of Hon. John W. Griggs, 1916.....		\$1,000 00		

			PRESERVATION OF RECORDS.				
			Publishing and completing early records of this State	\$3,000 00	\$424 71	\$2,575 29	

			PRINTING.				
\$24,177 00	\$14,369 81	\$19,807 79	Printing and binding public documents.....	\$78,065 00	\$80,914 47	\$41,170 53	

COMPTROLLER'S REPORT.

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PRISON LABOR COMMISSION.

Salary of secretary, investigator and stenographer....	\$2,940 00	\$1,933 33		\$1,006 67
Purchase of land adjoining prison farm in Cumberland county	3,000 00		\$3,000 00	
Incidentals	600 00	164 27	235 73	235 41
Expenses of Commissioners.....	600 00	99 16	800 84	864 10
Expenses of investigator.....	500 00	159 64	173 69	427 16
	<u>\$7,640 00</u>	<u>\$2,856 40</u>	<u>\$3,710 26</u>	<u>\$2,513 24</u>
	<u>\$1,003 29</u>	<u>63 29</u>		
		<u>\$2,419 69</u>		

PUBLIC LIBRARY COMMISSION.

\$2,925 91	\$2,789 12	\$36 79	Salaries and expenses.....	\$18,120 00	\$10,116 68	\$5,348 61	\$2,054 71
23 83	8 00		Do, 1916				14 83
1,420 00	1,800 00	130 00	Free school libraries.....	7,000 00	2,460 00	3,540 00	
<u>\$4,278 74</u>	<u>\$4,047 12</u>	<u>\$216 79</u>		<u>\$25,120 00</u>	<u>\$12,576 68</u>	<u>\$8,888 61</u>	<u>\$2,633 54</u>
					4,047 12		
							\$17,623 30

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
QUARTERMASTER GENERAL'S DEPARTMENT.							
			Salary of Quartermaster General.....	\$2,500 00	\$1,665 57		\$833 33
			Salary of Chief Clerk.....	2,500 00	1,665 57		833 33
			Salary of Chief of Quartermaster Corp.....	2,100 00			2,100 00
			Salaries of clerks.....	7,000 00	3,797 00	\$3,208 00	1,190 83
	\$ 789 00		Salary of Military Storekeeper.....	1,300 00	800 00		400 00
			Pay of employees, State Arsenal.....	4,539 00	2,433 56	1,326 24	779 00
151 10	140 84		Blanks and stationery.....	500 00	349 53	150 47	10 76
48 51	\$1 73		Incidentals	550 00	413 40	137 60	16 73
				\$30,839 00	\$11,125 93	\$4,817 41	\$4,163 43
\$2,179 44	\$861 62				961 62		
RED BANK BATTLE MONUMENT.							
			Maintenance, etc.	\$500 00	\$500 00		
REFUNDING TAXES ON EXEMPTED MISCELLANEOUS CORPORATIONS.							
			Refund of taxes improperly levied, etc.....	\$7,692 35	\$4,692 35		\$1,329 06
\$394 96	\$165 90				165 90		
					\$4,853 85		
REPORT OF KEARNY COMMISSION.							
			Printing report, etc.....	\$500 00		\$500 00	

COMPTROLLER'S REPORT.

SANATORIUM FOR TUBERCULOSIS DISEASES.

Maintenance	\$82,721 05		
Receipts	7,287 74		
Salaries of officers and employees.....		\$38,988 79	\$33,443 74*
Repairs and replacements.....		37,843 95	4,287 21
Fire insurance premiums.....		9,600 00	1,284 80
Purchase of additional land, etc.....		2,300 00	1,065 25
Recreation pavilion		150 00	150 00
Securing option on land.....		5,000 00	5,000 00
Garage and paint shop.....		100 00	100 00
Additional boiler at power house.....			
Trees and shrubbery.....			
Coal bin and chutes.....			
Additions to sewage disposal plant, 1915.....			
		\$144,283 74	\$38,964 71
		\$101,886 31	\$2,531 69
		95,975 09	
			\$2,531 69

SEA GIRT COTTAGE.

Maintenance, etc.	\$3,500 00	\$217 82	\$3,282 18
Maintenance in excess of the appropriation for the			
fiscal year ending October 31, 1917.....	2,500 00	2,063 94	436 06
	\$6,000 00	\$2,281 76	\$3,688 24
			

* The amount carried forward on requisitions in the case of this institution is the total balance to the credit of the institution on the books of the Comptroller on June 30, 1912. As Chapter 183, P. L. 1912, permits the Comptroller to issue requisitions based upon the anticipated receipts of these institutions, the total amount of requisitions outstanding exceeds this balance, as they have been issued on the anticipated receipts, but which have not yet been received by the institution and deposited in the State treasury. The amount reported represents the total amount of the requisitions that are chargeable against the balance in the State fund.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
STATE AGRICULTURAL COLLEGE.							
\$3,487 46	\$3,479 94		Expenses, free scholarships.....	\$33,400 00	\$32,480 00		\$5,320 00
951 26	860 23		Short courses in agriculture.....	20,000 00	15,051 70	\$740 08	4,905 74
\$25 00	\$25 00		Reference books and periodicals.....	2,500 00	1,630 15	869 85	86
\$34 50	501 32		Maintenance and development of College Farm ground	2,500 00	1,386 43	425 00	539 11
1,167 16	1,053 93		Maintenance in long courses in agriculture.....	9,000 00	5,750 10	222 53	3,650 00
33 83	35 85		Summer session	14,000 00	3,053 15	10,941 85	1,063 23
605 04	551 86		Maintenance in repair of farm buildings.....	1,500 00	539 97	117 46	554 75
231 73	231 00		Clay working and ceramics.....	7,500 00	4,632 92	517 25	2,500 90
499 88	498 13		Maintenance of agricultural building.....	1,500 00	1,069 00	121 00	1,900 98
912 35	859 63		Maintenance of courses in engineering.....	6,000 00	4,000 03		1,998 96
573 67	523 06		Maintenance of courses in chemistry.....	2,500 00	1,666 63		535 00
2,000 00	1,961 51		Maintenance of courses in sanitary science and engineering	3,000 00	1,112 10	833 09	1,107 43
			Maintenance of courses in military science.....	2,500 00	1,433 79	32 86	1,023 91
			Maintenance of courses in education.....	5,000 00	2,127 87	1,875 50	1,065 12
			Agricultural College fund, interest.....	5,800 00	2,900 00		2,900 00
			Expenses, Board of Visitors.....	50 00	22 84		17 16
			Advertising	90 00	60 00	30 00	
5,000 00	1,193 32	\$3,806 68	Erection of calf barn.....	4,000 00		4,000 00	
\$16,327 40	\$12,171 20	\$4,206 68		\$125,840 00	\$79,361 73	\$30,737 65	\$26,146 69
					12,171 20		
						\$31,432 86	
STATE BOARD OF CHILDREN'S GUARDIANS.							
			Traveling expenses, supplies, printing and incidentals	\$9,400 00	\$5,154 20	\$1,898 46	\$1,947 84
			Rent of offices.....	790 00	450 00	150 00	190 00

COMPTROLLER'S REPORT.

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Salaries of officers and employes.....	16,100 00	10,995 44		5,104 56
Widows' Pension Act—Traveling expenses, supplies, printing and incidentals.....	8,540 00	5,508 43	2,653 54	278 04
Widows' Pension Act—Salaries of officers and employes	13,840 00	9,073 83		4,286 18
Widows' Pension Act—Rent of offices.....	2,110 00	864 00	147 00	1,090 00
Expenses				404 64
Expenses, Widows' Pension Act.....				40 98
	<u>\$50,280 00</u>	<u>\$32,445 83</u>	<u>\$4,849 00</u>	<u>\$13,430 74</u>
		<u>2,189 45</u>		
		<u>\$34,635 33</u>		

STATE BOARD OF EDUCATION.

Salaries of clerk, etc.....	\$329 99	\$180 00		\$199 99
Stationery and printing.....	600 00	438 74	\$171 26	
Traveling and incidental expenses.....	1,970 01	720 83	1,249 38	
Expenses				
	<u>\$2,900 00</u>	<u>\$1,279 37</u>	<u>\$1,420 64</u>	<u>\$199 99</u>
		<u>537 28</u>		
		<u>\$1,816 05</u>		

STATE BOARD OF EXAMINERS.

Expenses	\$2,192 46	\$5,908 86	\$6,098 14	
Do. 1916	153 77			
Do. 1915	96 47			
	<u>\$2,442 70</u>	<u>\$5,908 86</u>	<u>\$6,098 14</u>	<u>.....</u>
		<u>1,653 41</u>		
	<u>\$4,108 11</u>	<u>\$7,572 27</u>		

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
STATE BOARD OF TAXES AND ASSESSMENT.							
\$5,272 96	\$2,897 80	\$2,066 01	Expenses	\$66,500 00	\$45,123 28	\$5,052 63	\$19,754 65
96 10	96 10		Do. 1916				
\$5,369 06	\$2,993 40	\$2,066 01		\$66,500 00	\$45,123 28	\$5,052 63	\$19,754 65
					2,908 40		
					\$45,055 78		
STATE BOARD OF TENEMENT HOUSE SUPER- VISION.							
			Salary of Secretary and Executive Officer.....	\$1,600 00	\$2,400 00		\$1,200 00
			Salary of Architect and Plan Examiner.....	1,800 00	1,200 00		600 00
			Salary of Assistant Plan Examiner.....	1,500 00	1,000 00		500 00
			Salaries of six clerks.....	9,800 00	6,200 00		3,100 00
			Salary of Chief Inspector.....	1,500 00	1,000 00		500 00
			Salaries of inspectors.....	42,000 00	27,929 60		14,070 40
\$341 89	\$316 25		Inspectors' expenses	4,000 00	2,301 21	\$186 79	535 64
			Clerical services and stenographer.....	5,400 00	3,561 15		1,838 85
			Traveling expenses of Executive Officer and Plan Examiner	250 00	247 72	162 23	87 02
165 26	78 24		Expenses of members.....	300 00	44 32	101 84	239 91
88 87	3 30		Incidentals	2,000 00	1,140 86	943 38	164 60
233 91	135 96		Printing and stationery.....	750 00	233 83	467 17	54 98
116 23	61 25		Rent of offices.....	2,500 00	1,646 67		833 33
201 03	199 80		Office furnishings and supplies.....	200 00	200 00		1 23
				\$75,200 00	\$50,174 45	\$1,711 96	\$23,715 96
\$1,197 19	\$794 82				794 82		
					\$50,869 27		

STATE CHARITIES AID ASSOCIATION.

Expenses	\$400 00	\$400 00	
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STATE EMERGENCY FUND.

For the Governor, State Treasurer and State Comptroller, to meet any conditions of emergency.....

	\$500,000 00	\$450,004 66*	
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STATE PURCHASE FUND.

State Purchase Fund.....	\$250,000 00
Receipts	77 37
	<u>\$250,077 37</u>

STATE HIGHWAY COMMISSION.

For State Road Fund, appropriations and receipts.....	\$5,320,598 85	\$510,733 37	
Amount transferred from State Fund to State Road Fund		4,809,769 98	
State Road Fund.....	\$435,951 66		
State Road Fund.....	104,171 85		
State Road Fund (public roads) 1917.....			
Do. 1916	186,283 42		
Do. 1915	23,133 17		
	\$387,136 43		
	132,669 38		
	23,757 53		
	55,400 46		
	271,663 83		
	35,063 27		
	12,930 10		

* This amount does not represent an actual cash disbursement but represents emergency appropriations allowed.
 ** Balance remaining in State Purchase Fund at close of fiscal year reapportioned pursuant to Chapter 290, Laws 1913, Item 63B.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
STATE HIGHWAY COMMISSION—Con.							
\$1,889,397 71	\$1,114,224 57	\$776,373 14	Do. 1914				
			Do. 1916				
			Do. 1918				
			Do. 1919				
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COMPTROLLER'S REPORT.

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STATE HOME FOR GIRLS.

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* The amount carried forward on requisitions in the case of this institution is the total balance to the credit of the institution on the books of the Comptroller on June 30, 1918. As Chapter 158, P. L. 1914, permits the Comptroller to issue requisitions based upon the anticipated receipts of these institutions, the total amount of requisitions outstanding exceeds this balance, as they have been issued on the anticipated receipts, but which have not yet been received by the institution and deposited in the State treasury. The amount reported represents the total amount of the requisitions that are chargeable against the balance in the State fund.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed
\$306 57	\$238 13		STATE HORTICULTURAL SOCIETY.	\$2,500 00	\$1,715 13	\$784 80	\$118 53
			Expenses		238 13		
					\$1,941 35		
			STATE HOSPITALS.				
\$709 16	\$253 03	\$457 13	Travelling expenses, managers.....	\$800 00	\$4 40	\$795 60	
			Expenses in transferring insane convicts.....	100 00			\$100 00
			Medical examination of insane convicts.....	500 00	500 00		
\$709 16	\$253 03	\$457 13		\$1,400 00	\$504 40	\$795 60	\$100 00
					253 08		
					\$765 43		
			STATE HOSPITAL, MORRIS PLAINS.				
			Amount earned for maintenance of patients for fiscal year ending June 30, 1918.....	\$76,943 65			
			Appropriation to pay same—% of \$410,000....	373,333 33			
			Deficiency	\$3,639 32			
			Allowance for patients for fiscal year ending June 30, 1918.....	\$73,333 33			
			Receipts	154,688 61			
			Adjusted balance of 1917 account, carried forward and credited to 1918 account after settlement of outstanding obligations in re requisitions, receipts due prior to October 31, 1917, having been credited as received.....	19,313 57			
\$119,400 13	\$113,400 13	\$1,000 00		\$448,135 51	\$481,135 33	\$27,003 58*	

COMPTROLLER'S REPORT.

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3,519 28	823 43		Salaries of officers.....	27,000 00	13,923 07	4,056 93	\$11,655 90
200 00	200 00		Appraisement of personal property.....	200 00			200 00
			Insurance premiums	6,000 00	735 53	5,214 47	
749 30	716 20		Research work	2,500 00	1,052 20	347 80	1,133 10
			Amusement fund	1,000 00	220 90	779 10	
8,000 00		3,000 00	Clothing for State indigent patients.....	10,000 00		10,000 00	
			Automobile truck	2,000 00	1,981 00	19 00	
1,070 49	1,061 50		Additional equipment for industrial building.....	2,000 00	828 64	1,151 36	8 96
273 25	40 04		Railroad equipment	2,000 00		1,999 23	223 83
			Machinery for mechanical department.....	1,000 00	64 00	938 00	
			Flooring material	1,000 00	998 78	1 22	
			Gas plants, retorts and appurtenances.....	1,000 00		1,000 00	
			Fixtures and materials for lighting industrial room...	200 00	173 76	21 24	
			Fire hose, nozzles and extinguishers.....	750 00		750 00	
			Refrigeration for dormitory building.....	2,500 00	2,096 02	403 98	
			Materials for coal treatise.....	2,000 00		2,000 00	
			Two bungalows for married physicians.....	3,000 00		3,000 00	
			Books and book cases for patients' library.....	200 00	293 81	1 69	
			Materials for garage.....	2,500 00		2,500 00	
			Iron fencing	2,500 00		2,431 00	69 00
			Repair of slaughter house.....	1,000 00		1,000 00	
			Building and equipping plant for sterilizing milk.....	5,000 00		4,982 00	38 00
			Addition and equipment for morgue and laboratory...	5,000 00		4,988 00	64 00
			Equipment for barber shop.....	250 00	349 53		13
			Additional dental equipment.....	300 00		285 00	
			Vacuum cleaners	300 00		5 00	
			Addition to fire house.....	300 00	337 50	12 50	
1,255 05	1,245 00		Building pump, etc., artesian well.....				10 65
2,500 00	1,780 00	740 00	Materials for walks and porches.....				
500 00	100 00	390 40	Special photographic supplies, X-ray plates.....				
337 32	337 32		Furnishing addition to fire house.....				
997 90	997 90		Shower baths				
9,966 57	6,303 53	3,663 15					

* The amount carried forward on requisitions in the case of earning institutions is the total balance to the credit of the institution on the books of the Comptroller on June 30, 1918. As Chapter 133, P. L. 1914, permits the Comptroller to issue requisitions based on the anticipated receipts of these institutions, the total amount of requisitions outstanding exceeds this balance, as they have been issued on certified statements of earnings against counties, etc., that are absolutely collectible, but which have not yet been received by the institutions and deposited in the State treasury. The amount reported represents the total amount of the requisitions that are chargeable against the balance in the State fund.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
STATE HOSPITAL, MORRIS PLAINS-Cont.						
\$3,500 00	\$2,475 25	Complete X-ray equipment.....				\$24 75
948 06	739 75	Plumbing in fire house addition.....				208 31
1,496 90	1,495 50	For morgue, 1915				1 40
1,112 94	928 50	Hot well in boiler room, 1915.....				
<u>\$155,827 78</u>	<u>\$128,671 18</u>		<u>\$535,235 51</u>	<u>\$444,325 46</u>	<u>\$30,433 30</u>	<u>\$13,648 46</u>
				<u>118,671 18</u>		
				<u>\$532,996 64</u>		
STATE HOSPITAL, TRENTON.						
Amount available for maintenance—% of						
		\$310,000		<u>\$306,666 67</u>		
Amount earned for maintenance of patients for fiscal year ending June 30, 1918.....						
		Receipts		<u>\$194,138 85</u>		
		Adjusted balance of 1917 account, carried forward and credited to 1918 account after settlement of outstanding obligations in re regulations, receipts due prior to October 31, 1917, having been credited as received.....		<u>111,528 21</u>		
						<u>77,321 57</u>
\$61,290 51		Salaries of officers.....	\$332,986 13	\$283,015 44	\$24,970 89*	
3,512 32		Appraisalment of personal property.....	22,000 00	13,268 06	251 96	\$12,806 96
		Research work	200 00			200 00
567 51	\$154 40	Fire insurance premiums.....	2,500 00	924 80	694 71	1,185 06
			4,000 00	3,324 88	665 12	

COMPTROLLER'S REPORT.

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24,850 48	24,774 84	76 64	Materials for painting.....	1,000 00	558 21	441 89	
911 24	483 15	428 09	Fire protection, etc.....	10,000 00		9,991 70	8 30
597 63	428 64	108 99	Do. 1916				
106 56		106 56	Laboratory supplies and apparatus.....	1,500 00	60 54	1,439 46	
526 00	510 00		Do. 1916				
			Lumber for new floors, repairs, etc.....	2,500 00	128 67	2,373 33	
			New furniture	1,000 00	279 36	1,000 00	15 00
			Stone, labor and materials for repairing roads, etc.....			20 64	
			Pipe, steam traps, etc.....	10,698 00		10,698 00	
175 56	128 00	53 56	Amusement fund	800 00	478 00	323 00	
			Furnishing and equipping house of detention.....	10,000 00		10,000 00	
			Improving steam heating system, annex building.....	2,500 00		2,500 00	
			Concrete wall, criminal insane building.....	3,500 00		3,500 00	
			Erection of building for male attendants' home, etc.....	90,000 00		90,000 00	
890 38	945 68	12 06	New piggery, etc.....				22 65
494 93	486 86	11 08	Building wall to enclose yard, criminal insane building, 1916				
			Psychopathic wards, 1915.....				
3,016 96	2,855 60	161 36	Additions to new boiler house, etc., 1916.....				
13,028 01	2,957 84	10,070 17	Erection of house of detention, 1915.....				
8,138 54	7,997 87	141 67	Completing erection, house of detention.....				6,376 00
110,000 00	26,686 43	76,397 58	Cleaning out woods, etc.....				
500 00		500 00	New boilers				10
15,000 00	6,432 96	8,517 05	Repainting buildings				
150 00	149 99		Labor and materials for painting interior annex, 1916.....				
2,179 14	2,167 40	21 74					
<u>\$246,028 86</u>	<u>\$188,862 14</u>	<u>\$97,269 94</u>		<u>\$546,484 13</u>	<u>\$305,985 53</u>	<u>\$228,711 32</u>	<u>\$21,594 07</u>
					<u>128,862 14</u>		
						<u>\$444,847 06</u>	

* The amount carried forward on regulations in the case of earning institutions is the total balance to the credit of the institution on the books of the Comptroller on June 30, 1913. As Chapter 128, P. L. 1914, permits the Comptroller to issue regulations based on the anticipated receipts of these institutions, the total amount of regulations outstanding exceed this balance, as they have been issued on certified statements of earnings against counties, etc., that are absolutely collectible, but which have not yet been received by the institutions and deposited in the State treasury. The amount reported represents the total amount of the regulations that are chargeable against the balance in the State fund.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition, 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition, June 30, 1918.	Lapsed.
STATE HOUSE COMMISSION.						
\$12,617 08	\$100 00	Care and safe keeping of State Capitol, etc.....	\$30,000 00	\$46,818 30	\$28,181 70	\$385 02
4,090 50	\$80 86	Purchase and improvement of lands, etc.....	12,500 00	8,868 38	2,541 62	
4,651 48	2,688 58	Do, 1916				
5,188 22	900 00	State purchasing account.....	19,124 00	9,356 76	9,777 24	1,679 96
.....		New Jersey State Council of Defense, for support.....	8,000 00	2,910 64	4,089 36	
876 17	876 17	Amount allowed J. H. Morris for additional cost of work on Old Barracks.....	728 26	728 26		
60 39	60 39	Filling, grading, etc., 1915.....				
.....		Improving grounds, etc., 1916.....				
\$27,483 84	\$6,704 10		\$130,367 28	\$39,677 24	\$40,683 92	\$2,064 97
.....				19,714 77		
.....		HOME FOR FEEBLE-MINDED WOMEN, VINELAND.		\$106,323 11		
\$2,648 85	\$177 26	Boiler house and additional boiler, 1915.....				
11,207 95	801 51	Building for 100 Imbeciles, 1915.....				
4,967 08	140 78	Dining hall and kitchen equipment, 1915.....				
\$13,323 93	\$1,119 94			\$17,708 99		
.....		STATE INSTITUTION FOR FEEBLE-MINDED.				
.....		Maintenance	\$134,950 00			
.....		Receipts	2,729 61			
\$23,373 41	\$873 19	Salaries of officers and employees.....	\$128,679 61	\$77,171 60	\$51,508 01	
487 78		Research work	27,000 00	24,841 15	2,238 71	\$8,876 14
137 45		Do, 1916	5,000 00	1,423 99	2,876 90	
.....						154 06

COMPTROLLER'S REPORT.

422 64	422 64		Repairs and replacements.....	12,000 00	3,379 09	8,620 42	48
			Live stock and farm equipment.....	3,000 00	506 14	2,493 86	
			Furnishing and equipment for school building.....	3,000 00		3,000 00	
			Furnishing new dormitories.....	5,000 00	3,246 10	1,753 90	
			Erection of store room.....	17,000 00		17,000 00	
			Purchasing boiler room equipment and sewage ejector.	5,630 80	5,680 80		
			Additional allowance for maintenance for 1917.....	386 82		386 82	
			Adjustable windows, etc., 1916.....				
		494 88	Laundry building and equipment.....				
		16,368 07	Fire insurance premiums.....				
		619 13	Furnishing imbecile building (new building).....				1 24
			Remodeling laundry and school building.....				
		7,500 00	Furnishing dietetic department, 1916.....				26 58
		\$35,795 26		\$216,709 08	\$116,136 67	\$91,624 73	\$9,057 53
					94,855 58		
422 64	422 64						
		705 56					
		20,000 00					
		1,514 53					
		2,531 88					
		7,500 00					
		4,759 45					
		\$34,855 58					

STATE LIBRARY.

\$649 99	Salary of Librarian.....	\$2,000 00	\$2,000 00		\$1,000 00
60 92	Compensation for assistants.....	2,900 00	2,900 00		1,300 00
	Repairs, preservation and purchase of books, etc.....	2,500 00	1,544 29	\$1,685 71	1 08
	Blanks, stationery and incidentals.....	1,000 00	754 60	243 40	2 29
	Legislative reference bureau.....	400 00	171 90	228 10	
\$710 91		\$11,800 00	\$7,523 79	\$3,107 21	\$2,308 42
			707 49		
					\$5,100 26

* The amount carried forward on requisitions in the case of this institution is the total balance to the credit of the institution on the books of the Comptroller on June 30, 1918. As Chapter 188, P. L. 1914, permits the Comptroller to issue requisitions based upon the anticipated receipts of these institutions, the total amount of requisitions outstanding exceeds this balance, as they have been issued on the anticipated receipts, but which have not yet been received by the institution and deposited in the State treasury. The amount reported represents the total amount of the requisitions that are chargeable against the balance in the State fund.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
			STATE NORMAL SCHOOL, ELIZABETH.				
			Carrying into effect provisions of Chapter 274, Laws 1916	\$10,000 00			\$10,000 00
			STATE NORMAL SCHOOL, TRENTON.				
			Support	\$102,000 00			
			Receipts	201 08			
\$4,948 78	\$4,941 26		Repairs and insurance	\$108,201 08	\$88,275 68	\$24,925 40	\$7 88
1,584 77	1,391 37		Practice teaching	17,000 00	9,285 12	7,646 46	211 82
			Ash conveyor and lifter	10,000 00	9,531 58	468 42	
			Athletic field equipment	2,800 00		2,800 00	
			Payment of bills, repairs and improvements, 1916	1,000 00	938 97	71 08	
			Students' supplies, etc.	1,428 50	1,408 61	24 86	
11,354 66	11,854 66		Boarding halls	4,000 00	2,366 94	604 06	
10,728 74	4,990 00	5,838 74	Fire protection	66,251 12	44,835 15	21,415 98	
5,453 00	5,321 00	237 00	New boiler				
\$24,574 95	\$38,838 20	\$6,045 74		\$205,190 75	\$137,666 00	\$67,524 22	\$319 34
			STATE NORMAL SCHOOL, MONTCLAIR.		28,388 29		
			For support				
\$2,089 20	\$1,628 79		Receipts	\$72,835 00	\$64,326 88	\$18,628 63	\$480 41
886 70	761 57		Repairs, improvements and insurance	10,000 00	2,829 21	7,188 56	80 00

2,262 17	2,267 47	Practice teaching	15,000 00	11,801 40	125 00	8,099 30
4,306 28	4,306 28	Boarding halls	22,161 73	11,818 64	10,948 08	
<u>\$9,492 85</u>	<u>\$8,964 11</u>		<u>\$120,012 17</u>	<u>\$30,665 06</u>	<u>\$36,285 63</u>	<u>\$3,683 71</u>
				8,964 11		
				<u>\$39,629 19</u>		

STATE NORMAL SCHOOL, NEWARK.

\$15,530 99	\$9,247 40	For support	\$109,000 00			\$6,253 59
5,550 00	5,430 92	Receipts	20 00		\$37,327 27	1,603 88
		Repairs, improvements and insurance.....		1,144 76	1,251 86	3,293 32
<u>\$21,080 99</u>	<u>\$14,678 32</u>	Practice teaching	14,000 00	10,736 36	129 40	
			<u>\$127,020 00</u>	<u>\$33,563 75</u>	<u>\$38,708 13</u>	<u>\$11,150 79</u>
				14,678 32		
				<u>\$38,242 07</u>		

STATE PRISON.

\$31,615 88	\$31,609 02	Maintenance	\$175,000 00			
264 86	239 89	Receipts	3,457 44		\$50,081 93	
13 41	3 00	Maintenance Principal Keeper and Resident Physician		883 60	1,116 40	
		Furniture, appliances and repairs for Principal				
3,105 72	2,422 59	Keeper and Resident Physician		206 21	98 79	
5,510 86	4,612 35	Furniture, appliances and repairs.....		6,740 29	6,253 46	\$1 25
		Salary of Principal Keeper.....		3,333 33		1,166 67
		Salaries of subordinate officers and employees.....		120,000 00	13,294 44	22,197 51
		Inspectors' salaries		78,705 56	333 85	1,000 00
		Inspectors' expenses		3,000 00	1,066 66	
620 22	234 00	Keeper for payment to discharged convicts.....		200 00	104 79	452 83
50 00	50 00	Salaries of teachers and moral instructors.....		2,000 00		1,000 00
96 01	84 64	Expenses of Parole Agent.....		2,400 00	50 00	800 00
				500 00	83 83	168 87

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Amounts Paid.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
			STATE PRISON—Con.				
\$383 30	\$43 30	\$775 00	Maintenance of Electrocutron Plant.....	\$2,000 00	\$494 17	\$1,505 83	
317 14	203 21	114 93	Maintenance of Prison School.....	1,300 00	700 00	600 00	
64 95	37 50		Bureau of Identification.....	400 00	135 15	274 85	\$27 45
			Prison labor account.....				
			Receipts	\$46,000 00			
\$9,638 96	\$7,506 45	2,080 53					
1,581 61	691 10	890 51	Fertilizer, seeds, grain and forage.....	70,137 90	36,467 51	33,670 09	
46 96	46 76		Stock and implements, Prison farm.....	5,500 00	4,547 54	952 54	
179 89	171 45		Medical attendance, Prison farm.....	1,250 00	245 01	1,004 99	20
			Annual appraisement	600 00	170 90	229 20	208 44
			Insurance premiums	300 00	139 98		08
			Painting material	2,500 00	2,365 60	234 40	
			Transportation of prisoners and guards to and from farm and camps.....	3,500 00	1,703 23	1,796 72	
392 90	299 97	92 93	Maintenance of library.....	1,500 00	1,088 28	211 72	200 09
13 00	16 50	1 50	Hardware, paints and oil, Prison farm.....	200 00	117 63	83 37	
72 75	61 13	11 57	Repairs to coal trestle.....	250 00		250 00	
			Repairs to automobile, wagons, etc., Prison farm.....	400 07	192 90	206 00	
			Purchase of ice house, etc., Prison farm.....	200 00		200 00	
			To James E. Kersey, for additional compensation from Nov. 1, 1912, to Feb., 1917.....	600 00		600 00	
			Prison investigating commission.....	1,000 00	1,000 00		
			Reconstruction of Wing No. 3.....	1,500 00	1,500 00		
			School facilities	30,000 00	\$38 70	\$9,672 30	
			Covered way to bath house.....	1,500 00	1,051 97	378 08	75 00
			Services and expenses in connection with psychiatric work	1,000 00	767 77	232 23	
			Installing wire fence, Prison farm at Leesburg.....	2,500 00	1,194 35	473 31	833 34
148 29	23 80	119 59	Dining room and bake oven, Prison farm.....	200 00		149 60	50 40
1,500 00	1,500 00		Carrying out provisions of Joint Resolution No. 1, 1917				

1,481 77	1,371 66	110 11	Additional facilities for road camps.....			
396 00	396 00		New roof and floor, South Hall.....			
3,550 00	3,160 17	139 33	Laundry equipment			
996 41	767 49	638 92	Rebuilding boilers			
5,000 00	3,894 02	1,105 98	Concrete wall around exercises ground.....			
42 00	30 00	33 00	Hospital supplies			
5,000 00	354 64	4,645 36	Physical and mental examinations.....			
4,963 34	4,839 09	401 25	Water supply, Prison farm.....			
879 94	867 40	12 54	Closets, sinks, etc.....			
<u>\$108,406 28</u>	<u>\$96,397 18</u>	<u>\$11,476 92</u>		<u>\$453,486 94</u>	<u>\$142,997 71</u>	<u>\$35,153 09</u>

STATE REFORMATORY FOR WOMEN.

\$514 44	\$411 69		Salaries of officers and employees.....		\$563 49	\$2,815 20
4,463 61	4,459 23		Maintenance			
594 27	421 71		Receipts			
1,490 00	1,404 90		Expenses Board of Managers.....		17,686 26	5,006 70
491 43	349 92		Roads, gutters and grading.....			300 00
.....			Electric current, etc.....		2,500 00	86 10
.....			Repairs and replacements.....		1,500 00	640 65
4,641 67	4,640 52		Maintenance of farm, etc.....		859 35	141 51
857 86	844 71		Medical treatment, dentist, oculist, etc.....		1,622 56	874 88
.....			Insurance premiums		3,357 23	2,143 78
.....			Silo		813 23	986 78
.....			Final payment reception cottage, 1915.....		204 25	796 75
1,101 40	1,053 70		Repairs, including insurance.....		1,000 00	
287 74	267 65		Fruit trees and berry bushes.....			
4,990 74	4,069 84	920 90	Disciplinary cottage		37 68	41 70
1,453 55	1,445 00		Roads, 1916			
1,829 51	1,829 51		Furnishing reception cottage and infirmary, 1916.....			
4,449 17	4,165 50	283 67	Reception cottage, including infirmary, 1915.....			8 55
747 50	747 00		Equipment for disciplinary cottage.....			

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Amounts Paid.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
STATE REFORMATORY FOR WOMEN—Con.							
\$2,103 31	\$2,107 35	Furniture and equipment for colored cottage, 1915.....					\$0 96
120 13	\$120 13	Purchase of land essential for water development, 1915					
\$30,141 33	\$30,414 81			\$49,830 59	\$30,766 98	\$15,848 06	\$3,787 32
					26,414 81		
		STATE SCHOOL TAX			\$57,181 73		
		For the purpose of reducing the State school tax for the year 1918.....		\$100,000 00			\$100,000 00
STENOGRAPHIC REPORTERS.							
		Amount refunded to counties for salaries of stenog- raphic reporters		\$17,500 00	\$11,625 41		\$5,844 59
SUMMER COURSES IN AGRICULTURE, ETC.							
		For summer schools.....		\$14,000 00	\$353 22	\$12,510 27	\$266 50
\$495 51	\$236 51				238 51		
					\$463 74		

COMPTROLLER'S REPORT.

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SUPREME COURT.

\$33 23	\$80 48		\$109,000 00	\$72,668 66		\$36,333 34
\$33 23	\$80 48		72,000 00	47,250 00	\$750 00	24,000 00
			1,800 00	866 66	433 34	
			8,280 00	1,602 70	1,857 80	
			250 00	14 25	235 75	2 74
			\$185,310 00	\$122,400 27	\$3,076 89	\$60,336 08
				80 48		

TEACHERS' INSTITUTES.

\$89 57	\$651 06		\$2,000 00	\$488 31	\$1,311 69	\$238 52
				681 06		
				\$1,249 26		

TEACHERS' LIBRARIES.

\$350 00	\$100 00		\$300 00		\$300 00	\$250 00
				\$100 00		

TEACHERS' RETIREMENT FUND.

\$336 55	\$313 23		\$9,500 00	\$5,339 26	\$2,237 57	\$1,946 49
180 55		180 55	2,800 00	1,833 33		968 67
183 68		183 68	600 00	328 23	273 77	
						
\$1,300 73	\$313 23	\$364 23	\$12,900 00	\$7,488 82	\$2,511 34	\$2,913 16
				913 23		
				\$3,412 06		

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
TRANSFER INHERITANCE TAX.						
		Surrogate's fees, appraisers' compensation, legal and other disbursements	\$59,000 00	\$38,315 14	\$20,184 86	\$706 52
\$3,279 84	\$2,513 32	Amount set aside from the State Fund to comply with requirements of Item 12, Chapter 277, Laws of 1917.....	150,000 00	135,550 11	24,449 89	9,123 01
9,493 06	\$70 05		<u>\$209,000 00</u>	<u>\$164,365 25</u>	<u>\$44,634 75</u>	<u>\$9,839 53</u>
<u>\$12,772 90</u>	<u>\$2,883 37</u>			<u>2,883 37</u>		
				<u>\$167,348 62</u>		
TRENTON BATTLE MONUMENT.						
		Expenses		\$406 13	\$238 17	\$32 89
\$358 34	\$225 45	Receipts	\$724 30	225 45		
				<u>\$721 56</u>		
VOCATIONAL SCHOOLS.						
		For purpose of carrying into effect provisions of Chapter 76, Laws of 1916.....	\$120,000 00	\$130,000 00		
		For purpose of carrying into effect provisions of Chapter 119, Laws of 1917.....	13,000 00	1,463 89	\$11,204 99	\$332 12
			<u>\$133,000 00</u>	<u>\$131,463 89</u>	<u>\$11,204 99</u>	<u>\$332 12</u>

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VILLAGE FOR EPILEPTICS.

[illegible]

WASHINGTON ASSOCIATION OF NEW JERSEY.

For the trustees.....

WASHINGTON ROCK PARK COMMISSION.

[illegible]

* The amount carried forward on requisitions in the case of earning institutions is the total balance to the credit of the institution on the books of the Comptroller on June 30, 1918. As Chapter 158, P. L. 1914, permits the Comptroller to issue requisitions based upon the anticipated receipts of these institutions, the total amount of requisitions outstanding exceeds this balance, as they have been issued on the anticipated receipts, but which have not yet been received by the institution and deposited in the State treasury. The amount reported represents the total amount of the requisitions that are chargeable against the balance in the State fund.

COMPTROLLER'S REPORT.

Amount Carried Forward on Requisition, Oct. 31, 1917.	Carried Forward on Requisition of 1917-June 30, 1918.	TITLE.	Appropriations and Receipts.	Amounts Paid.	Carried Forward on Requisition June 30, 1918.	Lapsed.
		GOVERNMENT AID FOR VOCATIONAL EDUCATION.				
		Receipts from U. S. Government in aid of vocational education	\$21,386 78	\$21,386 78*		
		STATE BOARD OF FISHERIES.				
		Expenses	\$716 66	\$627 38	\$189 28	
		STATE BOARD OF MEDICAL EXAMINERS.				
		Expenses	\$1,000 00	\$750 00	\$250 00	
		STATE ATHLETIC COMMISSION.				
		Receipts deposited in the State Fund and transferred to a fund, State Athletic Commission.....	\$288 15	\$288 15		
		CONFERENCE OF GOVERNORS.				
		Expenses, etc.		\$150 00		\$200 00
\$350 00	\$150 00					
		INAUGURAL CEREMONIES AT WASHINGTON.				
		Expenses, President's Inaugural.....		\$40 60		\$1,218 89
\$1,359 49	\$40 60					

* Represents Federal funds received in the state fund and later transferred to a separate fund, known as "Government Aid for Vocational Education."

STATE EMERGENCY FUND.

During the session of 1917, by reason of the conditions existing in the State, the Legislature, in its wisdom, made an appropriation creating a State Emergency Fund in the sum of \$500,000.00, from which, under the authority of the State House Commission, expenditures were to be made to meet any condition of emergency which might arise.

From the original amount of the appropriation the sum of \$250,000.00 was set aside as a Revolving State Purchase Fund, thus leaving as an actual Emergency Fund but one half of the original sum. The operation of this fund, eliminated the necessity of making any supplemental or deficiency appropriation.

Herewith is presented a statement showing the manner of apportionment of this sum:

Appropriation pursuant to Item 100, Chapter 277, Laws 1917... \$500,000 00

Transfer No.	Acct. No.		
1	100b	Establishment of a State Purchase Fund	\$100,000 00
2	30b	Adjutant-General— Additional clerical services, compilation of records of enlisted men	4,000 00
3	30c	Adjutant-General— Additional blanks and stationery, compilation of records of enlisted men..	300 00
4	30d	Adjutant-General— Additional postage, expressage and incidentals, compilation of records of enlisted men	700 00
5	16d	State House Commission— Support and assistance, New Jersey State Council of Defense	8,000 00
6	7k	Attorney-General— Costs of escheat proceedings	500 00
7	64gg	State Prison— Services and expenses in connection with psychiatric work	2,500 00

COMPTROLLER'S REPORT.

Transfer No.	Acct. No.		
8	15d	Dept. Labor— Establishment of Farm Bureau	\$5,000 00
9	15c	Dept. Labor— Expenses of Commission to suggest remedial legislation in re explosives.....	206 88
10	126sa	N. J. Interstate Bridge and Tunnel Commission— Expenses of the Commission	1,250 00
11	118a	Pension Retirement Fund Com.— Paying certain bills contracted by the Commission	2,800 00
12	71i	State Institution for Feeble-Minded— Purchasing boiler room equipment and sewage ejector	5,630 60
13	6L	Secy. State, Motor Vehicles— Additional appropriation for purchase of auto markers, etc.	22,000 00
14	71a	State Institution for Feeble-Minded— Additional for maintenance (autopsy expenses, auto hire, etc.)	1,950 00
15	69a&b	Sanatorium for Tuberculous Diseases— Maintenance—Traveling expenses managers and officers, X-ray supplies, etc., \$1,165.00; salaries, etc.—pay for prison labor at Reformatory, \$1,500.00.	2,665 00
16	101a	Commission to Investigate Charitable Institutions, etc.— Expenses of the Commission	2,000 00
17	69g	Sanatorium for Tuberculous Diseases— Securing option on 85 acres land (this sum to be re-	

COMPTROLLER'S REPORT.

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Transfer No. Acct. No.

		turned to Treasury when appn. for purchase of land is available)	\$100 00
18	127sa	State Board of Medical Ex- aminers— Current expenses of Board..	1,000 00
19	128sa	State Board of Fisheries— Expenses of the Board.....	716 66
20	64hh	State Prison— Installing wire fence at Farm	200 00
21	62L	State Hospital, Trenton— Renewing steam piping at Criminal Insane Building, etc.	10,198 00
22	16b	State House Com.— Additional fill in rear of State House, prior to appn. becoming available July 1, 1918	2,500 00
23	29sb	Sea Girt Cottage— Paying cost of maintenance in excess of the appn. for Sea Girt Cottage for fiscal year ending Oct. 31, 1917, caused by conditions inci- dent to war situation....	2,500 00
24	34f&g	Dept. Charities and Correc- tions— Purchasing new equipment for Board of Control, \$1,- 000.00 to Acct. 34f, and \$300.00 to Acct. 34g.....	1,300 00
25	27r	National Guard— Additional for ordnance stores, etc. (purchase 200,- 000 rounds .30-caliber Krag ammunition)	13,800 00
26	89a	Refunding Taxes on Miscel- laneous Corpns.— Refunding certain taxes pur- suant to order of the Courts	6,692 95

COMPTROLLER'S REPORT.

Transfer No.	Acct. No.		
27	5j	Secretary of State— Carrying out provisions of Chapter 150, P. L. 1918, Soldier Vote	\$1,000 00
28	115a	Joint Judicial Investigating Com.— Additional allowance for ex- penses, etc.	8,200 00
29	27r	National Guard— Additional for ordnance stores, etc.; purchase of ammunition	2,100 00
30	49j	Manual Training Industrial School— Erecting a girls' dormitory (It being understood that the amount becoming available July 1, 1918, is to be lapsed).....	14,000 00
31	129sa	Committee on Education— Expenses of the Committee.	1,000 00
32	67i	State Home for Girls— Additional vocational work (equipping sewing ma- chines)	1,000 00
33	16e	State House Com.— Cost of work not contemplat- ed in contract of J. H. Morris for work on Old Barracks—contract, 1914..	733 26
34	70b	Blind and Feeble-Minded— Deficit in care of feeble- minded, etc., fiscal year, 1917	8,284 29
35	100b	State Purchase Fund— Establishment of State Pur- chase Fund	150,000 00
36	77d	Home for Disabled Soldiers, Kearny— Installation of new boilers, etc.	12,500 00
37	131sa	Dept. Charities and Correc- tions— Clerical services, railroad and miscellaneous ex- penses	600 00

COMPTROLLER'S REPORT.

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Transfer No.	Acct. No.		
38	64o	State Prison—	
		Additional for Prison Labor	
		Acct. (purchase of material for mfg. of auto tags)	\$40,000 00
39	71j	State Institution for Feeble-Minded—	
		Allowance for maintenance in excess of earnings for fiscal year 1917.....	398 82
40	67g	State Home for Girls—	
		Leasing additional farm land	2,000 00
41	72j	State Reformatory for Women—	
		Additional for erection of silo (appn. made for one silo, two needed).....	400 00
42	72d	State Reformatory for Women—	
		Additional for roads, gutters and grading	1,000 00
43	72k	State Reformatory for Women—	
		Making final payment for reception cottage—this amt. lapsed in 1915.....	37 63
44	65o	New Jersey Reformatory—	
		Paying of bills for fiscal year 1917, being amounts in excess of appropriation	1,270 56
45	72g	State Reformatory for Women—	
		Additional for maint. of farm, etc. (fertilizers, etc.)	1,500 00
46	45d	State Normal School, Trenton—	
		Additional for installation of ash conveyor, etc.....	300 00
47	77a	Home for Disabled Soldiers, Kearny—	
		Additional for maintenance for current year.....	2,000 00
48	67j	State Home for Girls—	
		Additional amount required to cover amount expended in excess of earnings and receipts allowed	4,000 00
			\$450,034 65
Balance June 30, 1918.....			\$49,965 35

COMPTROLLER'S REPORT.

SCHOOL FUND.

CONDITION AND TRANSACTIONS OF THE SCHOOL FUND FOR THE
FISCAL YEAR ENDING JUNE 30, 1918.

The assets of this fund at the close of the fiscal year ending October 31, 1917, consisting of railroad and bank stock, State, city, county and township bonds, at par value, bonds of school districts, bonds and mortgages, principal of riparian leases and real estate at cost value, amounted to			\$6,972,427 47
Securities paid off during the year.....	\$179,950 00		
Riparian leases cancelled and principal sum reduced	7,612 21		
			187,562 21
			\$6,784,865 26
Investments made during the year.....		288,000 00	
Capital sum of riparian leases issued during the year.....		57,230 58	
Total amount of securities, June 30, 1918.....		\$7,130,095 84	
Cash balance on hand for investment, June 30, 1918.....		147,067 43	
			\$7,277,163 27
Total amount of securities, October 31, 1917..	\$6,972,427 47		
Cash balance on hand for investment, October 31, 1917	115,009 06		
			7,087,436 53
Increase over previous year.....			\$189,726 74

SCHOOL FUND INVESTMENT.

Balance, November 1, 1917.....	\$115,009 06
Securities paid off during the year.....	179,950 00
From grants of riparian lands.....	132,496 16
From riparian leases converted into grants by payments of principal sum	7,612 21
	\$435,067 43

DISBURSEMENTS.

Investments made during the year at par value:

Bonds of the Township of Hamilton, Mercer County	\$73,000 00
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Bonds of the Township of Linden, Union County	\$63,000 00	
Bonds of the Township of Hillsdale, Union County	46,000 00	
Bonds of the Borough of Verona, Essex County	35,000 00	
United States Second Liberty Loan Bonds...	25,000 00	
Bonds of the Township of Delran, Burlington County	16,000 00	
Bonds of the City of Asbury Park, Monmouth County	12,500 00	
Bonds of the Borough of Bogota, Bergen County	12,500 00	
Bonds of the Township of Milburn, Essex County	5,000 00	
		\$288,000 00
Balance for investment.....		<u>\$147,067 43</u>

INCOME OF SCHOOL FUND.

RECEIPTS.

From Interest on Bonds.....	\$165,047 64	
" Rents on Riparian Leases.....	31,602 11	
" Dividends, C. & A. R. R. and Trans- Transportation Company	\$6,775 00	
" Trenton Banking Company.....	660 00	
		7,435 00
" Interest on Deposits.....	5,331 98	
" Interest on Bonds and Mortgages.....	6,146 78	
" Licenses	570 00	
" Interest on Grants.....	636 17	
" Proceeds from sale of unclaimed freight.....	8 48	
Total Income of School Fund.....	\$216,778 16	
Balance on hand, November 1, 1917.....	456,965 08	
		\$673,743 24

DISBURSEMENTS.

For Free Public Schools.....	\$250,000 00	
" School Fund expenses.....	2,124 29	
" Premiums and accrued interest.....	1,014 27	
		253,138 56
Balance, June 30, 1918.....	\$420,604 68	

COMPTROLLER'S REPORT.

SCHOOL TAX OF 1917.

The school tax of 1917 levied in the year 1916 upon the taxable property of \$2,696,314,010.53, amounted to \$7,414,863.53, less \$100,000.00 appropriated from the State Fund for the purpose of reducing the tax, leaving the net amount of tax \$7,314,863.53.

This amount was paid during the year just closed by the several counties in the State, and as soon as received ninety per centum of the amount paid by each county was repaid, and ten per centum, constituting the Reserve Fund, was distributed in accordance with the apportionment made by the State Board of Education.

The amounts received and the amounts paid to the respective counties will be found in the following table:

Counties.	State School Tax 1917 Received.	Amount Paid to Counties.
Atlantic	\$326,862 42	\$316,862 42
Bergen	424,445 05	424,445 05
Burlington	100,552 65	122,552 65
Camden	290,242 38	290,242 38
Cape May	103,100 20	101,100 20
Cumberland	76,504 93	100,504 92
Essex	1,773,542 80	1,749,542 80
Gloucester	80,388 52	86,388 52
Hudson	1,630,900 74	1,605,900 74
Hunterdon	60,052 69	72,052 69
Mercer	336,270 85	336,270 85
Middlesex	247,984 31	247,984 31
Monmouth	311,032 78	309,032 78
Morris	154,495 70	154,495 70
Ocean	61,565 43	61,565 43
Passaic	538,232 52	538,232 52
Salem	77,140 95	77,140 95
Somerset	100,559 17	100,559 17
Sussex	64,550 54	64,550 54
Union	481,404 26	475,404 26
Warren	75,034 64	80,034 64
Total	<u>\$7,314,863 53</u>	<u>\$7,314,863 53</u>

SCHOOL TAX OF 1918.

The school tax of 1918 was levied at a sum equal to two and three-fourths mills on each dollar of valuation of the taxable real

and personal property in the State, as exhibited by the last abstracts of ratables from the several counties made out by the several Boards of Assessors. The amount of tax was \$7,942-323.68 less \$100,000.00 appropriated from the State Fund for the purpose of reducing the tax. The amount of taxable property upon which this tax was levied was \$2,888,117,700.86 and the following statement shows the amount of taxable property returned by each county, the appropriation from the State Fund, and the amount of tax each county will be required to pay:

Counties.	Valuation for 1917.	School Tax of 1918.	Less Allotment.	Amount to be Paid.
Atlantic	\$125,373,027 78	\$244,775 83	\$4,340 99	\$340,434 84
Bergen	196,236,924 00	539,322 04	6,796 78	533,025 26
Burlington	39,253,700 00	107,961 48	1,359 22	106,602 11
Camden	124,263,428 00	341,724 45	4,302 58	337,421 87
Capo May	38,983,541 00	107,064 40	1,348 02	105,716 47
Cumberland	29,670,113 68	81,592 81	1,027 23	80,565 49
Essex	686,361,004 00	1,837,492 76	23,764 99	1,863,227 77
Gloucester	35,491,010 00	97,600 28	1,228 86	96,371 42
Hudson	629,556,659 00	1,731,280 81	21,796 16	1,709,482 65
Hunterdon	22,764,806 00	62,603 22	788 22	61,814 99
Mercer	129,975,723 00	357,433 24	4,500 36	352,932 88
Middlesex	108,196,766 00	283,791 11	3,573 15	280,217 96
Monmouth	121,016,615 00	332,795 69	4,190 16	328,605 53
Morris	58,321,223 00	160,383 86	2,019 35	158,364 01
Ocean	23,537,853 00	64,729 11	814 99	63,914 12
Passaic	206,630,315 00	568,238 37	7,154 50	561,078 87
Salem	30,332,808 00	83,415 22	1,050 26	82,364 96
Somerset	38,408,246 00	105,622 68	1,329 87	104,292 81
Sussex	24,740,556 00	68,066 53	856 63	67,179 90
Union	191,171,498 40	525,721 60	6,619 24	519,102 36
Warren	32,815,872 00	30,243 65	1,136 24	89,107 41
	<u>\$2,888,117,700 86*</u>	<u>\$7,942,323 68</u>	<u>\$100,000 00</u>	<u>\$7,842,323 68</u>

The law requires every County Collector to pay the State Treasurer the quota of the State School tax from his county on or before the twentieth day of January next after the assessment thereof, and as soon as it is received, ninety (90) per centum of the amount paid by each county will be repaid.

The remainder, constituting the Reserve Fund, and amounting to \$784,232.37, has been apportioned by the State Superintendent of Public Instruction, and will be paid as follows:

Counties.	Amounts.
Atlantic	\$25,043 48
Bergen	53,302 53
Burlington	32,660 21
Camden	33,742 19

Counties.	Amounts.
Cape May	\$8,571 65
Cumberland	32,056 55
Essex	166,372 78
Gloucester	9,637 14
Hudson	149,948 26
Hunterdon	18,181 49
Mercer	35,293 29
Middlesex	28,021 80
Monmouth	31,860 55
Morris	15,836 40
Ocean	6,391 41
Passaic	56,107 89
Salem	8,236 50
Somerset	10,429 28
Sussex	6,717 99
Union	46,910 24
Warren	8,910 74
Total	\$784,232 37

Twelve counties, namely, Bergen, Camden, Gloucester, Mercer, Middlesex, Morris, Ocean, Passaic, Salem, Somerset, Sussex and Warren will receive from the Reserve Fund the same amounts which they will respectively be required to contribute to it.

The counties in which the amount of tax to be raised exceeds the amount which they will receive in distribution, and amounts of such excess in each case, are as follows:

Counties.	Amounts.
Atlantic	\$9,000 00
Cape May	2,000 00
Essex	20,000 00
Hudson	21,000 00
Monmouth	1,000 00
Union	5,000 00
	\$58,000 00

The sums thus drawn from the above named counties were apportioned to three other counties, which by this operation will receive from the proceeds of the tax a greater amount respectively than they will be obliged to pay.

The counties and the amounts by which each will be benefited are:

COMPTROLLER'S REPORT.

III

Counties.	Amounts.
Burlington	\$22,000 00
Cumberland	24,000 00
Hunterdon	12,000 00
	\$58,000 00

The annual appropriation of \$250,000.00, payable out of the income of the School Fund, has been apportioned by the Commissioner of Education, according to the following table:

Counties.	Amounts.
Atlantic	\$6,921 65
Bergen	19,252 31
Burlington	5,540 64
Camden	12,968 53
Cape May	1,840 16
Cumberland	5,414 02
Essex	54,773 05
Gloucester	3,701 64
Hudson	47,624 23
Hunterdon	2,494 89
Mercer	11,166 86
Middlesex	11,914 96
Monmouth	9,204 29
Morris	6,474 33
Ocean	1,934 64
Passaic	21,498 47
Salem	2,798 36
Somerset	3,961 50
Sussex	2,145 64
Union	14,726 95
Warren	3,642 88
	\$250,000 00

ALLOTMENT OF RAILROAD TAXES TO COUNTIES FOR SCHOOL PURPOSES.

RAILROAD TAX, 1917, PAYABLE IN 1918, TO COUNTIES FOR SCHOOL PURPOSES.

Allotment to counties for school purposes, pursuant to Chapter 146, P. L. 1906, and Chapter 341, P. L. 1913, upon final

certification of the State Board of Taxes and Assessment, of the railroad taxes, assessed 1917, payable in 1918, received January 14, 1918:

Total tax for State uses (2,340 avg. rate).....	\$5,729,808 31
Total valuation, assessment 1917.....	\$244,863,605 00
One-half of one per cent. retained by State..	\$1,224,318 03
Amount deducted, pursuant to Chapter 65, Laws of 1909; Chapter 294, Laws of 1913, and Chapter 268, Laws of 1914.....	1,108,553 59
Amount accruing to State Road Fund, pur- suant to Chapter 230, Laws of 1917.....	244,863 61
	<u>2,577,735 23</u>
Amount to be distributed to Counties.....	<u>\$3,152,073 08</u>

Counties.	Ratables, Val. 1917. (Rate .00109133567)	Allotment, 1918.
Atlantic	\$125,373,027 78	\$136,831 53
Bergen	196,298,924 00	214,239 38
Burlington	39,258,700 00	42,846 69
Camden	124,263,438 00	135,620 32
Cape May	38,932,541 00	42,490 72
Cumberland	29,670,113 68	32,381 77
Essex	686,361,004 00	749,089 98
Gloucester	35,491,010 00	38,734 66
Hudson	629,556,659 00	687,094 08
Hunterdon	22,764,809 00	24,845 37
Mercer	129,975,723 00	141,854 67
Middlesex	103,196,766 00	112,628 29
Monmouth	121,016,615 00	132,076 75
Morris	58,321,223 00	63,651 41
Ocean	23,537,858 00	25,689 07
Passaic	206,630,315 00	225,515 00
Salem	30,332,808 00	33,105 03
Somerset	38,408,246 00	41,918 51
Sussex	24,740,556 00	27,001 68
Union	191,171,492 40	208,643 34
Warren	32,815,872 00	35,815 03
	<u>\$2,888,117,700 86</u>	<u>\$3,152,073 08</u>

Payment of the tax under the above allotment will not be made until September 1, 1918, pursuant to Chapter 341, Laws of 1913.

Provision is made pursuant to Chapters 31 and 155, Laws of 1917, for the printing of the copies of the abstracts of ratables of the taxable property in the several counties, and financial statements of the various municipalities of the State, in reports of departments other than that of the Comptroller, therefore the same are not included in the report herewith presented.

Respectfully submitted,

N. A. K. BUGBEE,
Comptroller of the Treasury.

Dec. 1921.
A. of O.

TWELFTH ANNUAL REPORT
OF THE
Civil Service Commission
OF THE
STATE OF NEW JERSEY
TO WHICH IS APPENDED
THE RULES OF THE COMMISSION

COMMISSIONERS

JOHN D. PRINCE, *President* Ringwood
EDWARD H. WRIGHT Newark
WILLIAM D. NOLAN Somerville
WILLIAM K. DEVEREUX Asbury Park
MAX MILLER Hoboken

CHARLES P. MESSICK, Chief Examiner and Secretary

===== Dup. 15.21.
2 of 2.

Union Hill, N. J.
HUDSON PRINTING COMPANY

1920

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ANNUAL REPORT

To His Excellency, The Governor:

The Civil Service Commission has the honor to present herewith its Twelfth Annual Report for the fiscal year July 1, 1918, to June 30, 1919.

DEVELOPMENT AND EXTENSION

The act creating a Civil Service Commission and extending permanent tenure and protection to all State employees in the classified civil service was passed April 10, 1908, and went into effect October 11, of the same year. With the placing of this law on the statute books, the people of New Jersey indicated their disapproval of the time-honored maxim "To the victor belongs the spoils," and their belief in the necessity for maintaining a skilled and permanent personnel for carrying on the increasingly important public business. With no experience in civil service administration, and with few precedents to guide it, the first Civil Service Commission appointed under this statute, laid the foundations for the development of a correct and effective civil service administration.

In the development of civil service methods and practice in New Jersey, the same opposition has been met and the same difficulties have been encountered as have been met and overcome elsewhere. It was necessary to convince a doubting public that the merit system was not only good in theory, but also in practice; that qualified public servants could best be selected by proper examination, and that permanency of tenure does not lessen, but increases, the efficiency and value of a public servant.

The frequent opposition on the part of many who had been schooled in partisan politics, and the attempts to evade the established law, compelled the Commission to call into frequent action the power conferred upon it to regulate appointment to the public employ, and to protect those already in service, and much of its energy in these first years was directed toward the establishment, in fact, of the principle of permanent tenure. Numerous attempts have been made to weaken the system, and in a few instances

these attempts have been in part temporarily successful, but in spite of all the difficulties that have arisen, the work of civil service reform has moved steadily forward until New Jersey is looked upon by the friends and advocates of civic progress throughout the country as having the strongest and best civil service law, and as leading the way in civil service administration and practice.

Since the adoption of the original law, civil service has been extended by referendum vote to six counties and seven municipalities by the following significant majorities:

Municipalities	Total	For	Against	Majority
Bergen County	19,411	13,298	6,113	7,185
Essex County	44,621	27,999	16,622	11,377
Hudson County	53,655	36,198	17,457	18,741
Mercer County	10,034	6,220	3,814	2,406
Passaic County	17,046	9,579	7,467	2,112
Union County	11,886	7,942	3,944	3,998
East Orange	2,758	2,253	505	1,748
Elizabeth	4,779	3,223	1,556	1,667
Jersey City	29,296	19,370	9,926	9,444
Newark	29,387	18,134	11,253	6,881
Paterson	12,304	6,743	5,561	1,182
South Orange	610	443	167	276
Trenton	7,417	4,238	3,179	1,059
Newark School Dist.	12,070	6,373	5,897	676
Total	255,274	162,013	93,261	68,752

and the number of employes in the classified service has increased from the less than 2500 in 1908 to 14,629 distributed as follows:

	Un- classi- fied	Exempt	Compet- itive	Non- Compet- itive	Labor	Total
State	430*	177	1,940	1,383	...	3,930
Bergen Co.	30	7	173	12	...	222
Essex Co.	47	30	476	396	130	1,079
Hudson Co.	36	47	126	150	140	499
Mercer Co.	20	7	98	3	100	228
Passaic Co.	25	11	150	3	24	213
Union Co.	38	10	103	50	76	277
East Orange	31	1	164	10	81	287
Elizabeth	24	6	339	61	164	596
Jersey City	33	21	1,656	213	341	2,264
Newark	44	12	2,537	209	1,119	3,921
Paterson	25	7	485	28	222	767
South Orange	2	...	45	6	21	74
Trenton	15	4	487	89	272	867
Newark School District	11	...	205	...	...	216
Total	811	340	8,984	2,613	2,692	15,440

* Including teachers in the State Normal Schools.

The extension of civil service control to the various counties and municipalities of the State by the voluntary action of these counties and municipalities has been so rapid that the Commission has experienced difficulty in increasing its organization and developing its administrative activities to take care properly of the additional responsibilities that have been placed upon it, and heretofore it was not thought advisable to recommend the extension of the Civil Service Act to other counties and municipalities. The Commission feels, however, that its work has reached such a stage that it can now recommend and urge the extension of civil service regulation to the remaining counties and municipalities in the State.

Civil service is no longer an experiment, but its worth in the interests of economy and effective service has been fully demonstrated. Out of the probable 20,000 persons filling positions in the State, and the counties, cities and boroughs which would come within the classified civil service, approximately 15,000, or seventy-five per cent, of these are and have been for a number of years, selected and protected through civil service regulation, and the same beneficial results which have come to the State and to the counties and municipalities which have adopted the law, will certainly be realized by other counties and cities which avail themselves of the experience and service of this Commission in handling their personnel problems. The Commission invites inquiry and investigation of civil service administration and practice from citizens, governing bodies or organizations in counties and municipalities not under civil service control.

FURTHER TESTS OF CIVIL SERVICE

The stress of war and the continued unusual industrial conditions have added to the administrative problems facing the Commission, and it has had great difficulty in filling the employment demands made upon it. At the close of the preceding fiscal year, the Commission, like all other public and private recruiting agencies, had almost entirely exhausted its labor reserve as represented by existing eligible lists. The high scale of wages paid in the thousands of workshops and industries in this and nearby states, were such as to make it impossible for the State and municipalities to bid for the service of well trained employes for permanent employ-

ment, as opposed to existing temporary standards of compensation. Notwithstanding more frequent examinations and greater publicity given to the opportunities in the public service, the Commission has found it necessary to authorize a much larger number of appointments subject to qualifying examination than in any preceding year. In practically every instance, however, the positions so filled represented the skilled trades and the lower paid and less desirable places in the public employ. Appreciating fully the labor shortage throughout the country, the various Department Heads and appointing authorities have, without exception, co-operated with the Commission in meeting existing conditions and there has been no disposition to place unnecessary or unqualified employes in the public service. At the same time, employes have exhibited a faithfulness and devotion to duty, which, if no other evidence could be produced, establishes the high morale and spirit of our public servants.

With this splendid co-operation and support, the State and the municipalities under civil service regulation pass out of the war period with no backward step, so far as civil service administration and employment control are concerned, but rather with an improved and strengthened system and a closer co-operation and understanding, and enter upon the future problems of reconstruction and adjustment with none of the serious labor difficulties which are characteristic of the industrial world and which appear so threatening in the public service of other States and municipalities.

CHANGES AND IMPROVEMENTS

Notwithstanding the many new administrative problems which have had to be met, the Commission has continued its endeavor to improve civil service administration and to adopt such methods as would better enable it to serve the purposes for which it was established. In addition to its efforts to bring about greater co-operation on the part of administrative officials, to safeguard the rights and protect the interests of employes already in the service, and to insure the appointment of none but worthy and well-equipped citizens, it has made important changes in the civil service rules, compiled the civil service laws including the various amendments and supplements, and established a new system for keeping efficiency records.

The rules under which the Commission has been operating, while very complete, have never undergone a general revision, and as the Civil Service Law has been so frequently amended and modified, and as new administrative problems have arisen it has been found necessary to add a great many amendments and make numerous additions to the rules as originally framed. It was felt, therefore, that there was a great need for re-writing completely the old rules, eliminating all unnecessary technical and involved verbiage and bring them down to date. Accordingly, the Chief Examiner and Secretary was directed to proceed with the work, and as the year closes, the Commission has before it for approval, completed new rules which embody all the essential features of the old rules and include a number of new provisions which will tend to strengthen and improve civil service administration.

Just as the rules under which the Commission has been operating have been amended and changed from time to time, it has been found necessary, also, during the eleven years of development, to amend and supplement the Civil Service Law. No less than thirty-two amendments and supplements to the original law have been enacted, some of which are to be found in practically every volume of the Session Laws for the past ten years. In the interests of administrative control and for the information of department heads, appointing authorities and citizens who may be interested, a complete compilation has been made, and will be published in the current issue of the Annual Report.

The proper recording of the efficiency and character of service of the various employes and groups of employes in the classified service is a necessary adjunct to an equitable and effective administration of the classification and standardization system now applying to the State service, and an improved plan for recording the efficiency of public employes has been worked out, which, it is believed, will assist in solving this difficult problem and be of material use in establishing a correct basis for promotion and compensation advancement.

CLASSIFICATION AND STANDARDIZATION

The outstanding feature of civil service administration during the past year has been the further development and maintenance

of the classification and salary standardization plan for the State service. The soundness of the principles underlying this work has already been emphasized in previous reports and is generally admitted, but the difficulties incident to the inauguration of a system so much at variance with the old prevailing plan of salary advancement cannot be fully appreciated except by those who have come in close contact with the operation of the Standardization Act.

The Commission has been required to lay the foundation for this new departure in compensation control during the most trying period in governmental administration since the Civil War. The problem of providing such a classification as would meet the needs of the service, do justice to the employes and insure an economic and fair distribution of the more than three millions of dollars annually paid to the employes in the classified civil service of the State, has required constant attention and study. The Commission has not been unmindful of the fact that the changed living standards demand a reasonable provision for salary advancement to faithful employes and it has endeavored to co-operate in measures necessary to provide merited relief in every case that has come before it. It has, however, kept in mind that, in a larger measure than ever before, it is responsible, under existing laws, to the appropriating authorities and to the citizenship of the State for the proper and economical administration of New Jersey's compensation and employment problems. A new classification, revised and amended to bring the service down to date, providing new schedules which will meet, we believe, for some time to come, the needs of the service, has been completed and will be found in Appendix VI.

The progress made in the application of the principles established in the Standardization Law is a source of keen satisfaction to the Commission. In the less than two years during which this Act has been in operation, it has reduced, to a very large degree, the inequalities of compensation for similar service in the various State departments and has been the means of obtaining proper recognition and at least some measure of relief in compensation matters for a great number of well deserving public employes. It has held in check any tendency to increase beyond reason and above the general standards paid in the State service, a number of employes who are no more deserving than hundreds of others

serving at a lower rate, and the foundation for an equitable, fair and business-like handling of the whole question of compensation has been successfully laid.

It should be a source of no little satisfaction to the friends of good government in this State to know that New Jersey has taken the lead in this important matter, and has established a system which is being eagerly inquired about by public officials throughout the country and which is being used as a model by other States and municipalities.

REPORT OF CIVIL SERVICE COMMISSION

The real significance of correct employment and compensation methods to the citizens of the State and of the several municipalities under civil service regulation is best illustrated by the following data :

MUNICIPALITIES	Budget	Salaries Paid		Percentage for Salaries		Percentage of Budget for Salaries
		Unclassified Service	Classified Service	Unclassified Service	Classified Service	
State	\$13,744,996.26	\$987,386.96	\$3,265,891.68	.0681	.2376	.3057
Essex County	4,845,839.06	106,754.64	560,750.92	.0220	.1157	.1377
Hudson County	4,461,279.13	168,320.00	1,407,448.96	.0377	.3154	.3531
Union County	1,041,620.25	38,699.88	224,569.56	.0371	.2155	.2526
Passaic County	561,830.00	88,962.00	222,911.52	.1583	.3967	.6550
Bergen County	1,453,922.53	84,094.20	189,208.32	.0578	.1300	.1878
Mercer County	896,600.00	62,899.44	249,217.96	.0701	.2078	.2779
Newark	9,735,367.77	119,822.48	5,316,464.64	.0122	.5460	.5582
Jersey City	12,032,542.00	91,800.00	3,601,969.92	.0763	.2993	.3756
Paterson	1,980,651.03	53,218.56	791,827.20	.0268	.3997	.4265
Elizabeth	1,346,809.82	41,590.00	694,094.86	.0308	.5153	.5461
Trenton	1,851,977.26	31,473.84	966,793.68	.1699	.5520	.7219
East Orange	752,750.92	40,800.00	236,397.03	.0542	.3140	.3682
South Orange	188,446.29	2,079.12	91,949.52	.0110	.4878	.4988
Newark School Dist... .	2,758,000.00	45,248.40	373,742.88	.0164	.1355	.1519
Total	\$57,652,632.31	\$1,912,949.52	\$18,193,238.65	.0332*	.3156*	.3488*

* Average percentage.

PER CAPITA COST FOR SALARIES

	Population	No. of Employees	Amount Paid for Salaries	Per Capita Cost for Salaries
State	2,844,432	3,930	\$4,203,278.64	\$1.47
Essex County	566,324	1,079	667,505.56	1.17
Hudson County	571,371	499	1,575,768.96	2.76
Union County	167,322	277	263,269.44	1.57
Passaic County	236,364	213	311,873.52	1.32
Bergen County	178,596	222	273,302.52	1.53
Mercer County	139,812	228	312,117.40	2.23
Newark	366,721	3,921	5,436,087.12	14.82
Jersey City	270,903	2,264	3,693,769.92	13.63
Paterson	124,815	767	845,045.76	6.77
Elizabeth	82,036	596	735,684.86	8.97
Trenton	103,190	867	998,267.52	9.67
East Orange	40,961	287	277,197.03	6.77
South Orange	5,866	74	94,028.64	16.03
Newark School District	366,721	216*	418,991.28	1.14
Total		15,440	\$20,106,188.17	

* Does not include teachers.

The budget totals as given in the foregoing tables do not include the cost of maintenance of the public schools in the several municipalities. The salary totals represent the salary costs for the calendar year and are estimated on a careful study and analysis of the payrolls for June for both the classified and unclassified service for each municipality.

From these figures it appears that this Commission is the employment manager for fourteen corporate units with a permanent force of 15,440 and an annual payroll of \$20,106,188.17. It is highly important, therefore, that sound employment and compensation policies shall be followed and that the same principles which have proved so successful in private enterprises shall be applied to the carrying on of the public's business, not only in the State service, but in the several counties and municipalities as well. The figures herewith presented, which are but typical of conditions everywhere, explain not only the wide-spread interest in this subject but, also, the necessity for a correct administrative policy based on sound economic practice.

A number of the counties and cities under civil service regulation have evinced an interest in the classification and standardization work and, under the authority of Chapter 54 of the Session Laws of 1918, classification has already been started. It is expected that classification and salary standardization plans will have

been completed for and adopted by more than half of these counties and municipalities before the end of the calendar year.

EXAMINATIONS

As has already been stated, the work of the Commission has been made more difficult by reason of the lack of qualified applicants for civil service examinations, and the effects of the war and prevailing industrial conditions are strikingly illustrated by the following examination statistics for the past five years:

Fiscal Year	Competitive Examinations		Qualifying Examinations		Non-Competitive Exams. and Appoint's	Labor Registration	Total
	No. of Examinations	No. of Apples.	No. of Exams.	No. Examined			
1915	247	6,893	35	35	2,648	4,002	13,576
1916	303	6,965	33	33	3,694	2,302	12,999
1917	306	4,210	108	108	3,461	3,799	11,578
1918	235	2,518	88	88	1,498	1,704	5,808
1919	327	3,927	181	595*	2,675	2,413	10,118
Total	1,418	24,513	445	859	13,976	14,220	54,079

* About 800 appointments were made.

As heretofore, it has been the object of the Commission, through its examination department, to bring to higher standards the important work of the selection of candidates for public employment. Continued emphasis has been laid on the successful experience of the candidates submitting themselves for examination, and the oral and practical tests, which have characterized the work of the Commission for a number of years, have been continued with satisfactory results. Never in the history of civil service administration in this State, we believe, has there been felt, on the part of appointing authorities, the candidates and the general public, such confidence in the methods at present obtaining in the selection of public employes, and the claims that none but highly educated or college trained men and women can successfully compete in civil service examinations are no longer seriously advanced. The great majority of applicants are from the rank and file of our citizenship and by far the greater number of those whose names appear on our eligible registers represent the intelligent, earnest-minded citizens, with nothing more than a common school education, but with a desire and ambition to make the best of their opportunities.

The success that has attended the work of the Commission in planning examinations and obtaining high grade eligibles for the higher and more specialized positions in the public service has increased the confidence in the possibilities of the examination system and our experience in filling the positions of Director of the Division of Labor, Agriculture, Food and Dietetics, and Director of the Division of Education and Parole in the recently organized Department of Institutions and Agencies is a case in point. In the organization of the new department, the Commissioner and the Board were called upon to name a number of directors and chiefs of bureaus, and it was felt by them that the two positions mentioned, under the terms of the law creating the department, were not subject to examination. The Civil Service Commission held that these positions came within the classified service and should, therefore, be placed in the competitive class. Being sustained in the classification, a hearing was asked by the appointing authorities on the question of exempting these positions. At the hearing, held July 30th, it was argued that qualified incumbents of the positions in question must of necessity be specialists, and a civil service examina-

tion was, therefore, impracticable. On receiving an outline of the qualifications desired by the Commissioner and the Board of Institutions and Agencies, this Commission presented a plan of examination, which, in its judgment, would result in producing such eligibles only as were fitted to undertake the work. On examining the plan, both the Commissioner and the members of his Board appearing in behalf of the exemption, expressed their approval, withdrew their request and in due course the tests were held. The plan of exemption is presented herewith and should be of more than passing interest.

PLAN OF EXAMINATION

DIRECTOR—(Division of Labor, Agriculture, Food and Dietetics.)

Grade V (K-V) Salary \$5000 per annum.

Open to male residents of the State.

QUALIFICATION REQUIREMENTS

1. Graduation from a college or university of recognized standing, or training and experience considered by the Civil Service Commission as equivalent thereto.

2. At least two years' experience as Director of the activities of a Correctional or Charitable Department or other department of similar character and importance, involving industrial vocational employment and institutional problems; or, at least four years' experience in responsible administrative and executive experience in commercial work involving the direction or adjustment of industrial relations, employment problems, etc.

3. Sufficient knowledge of institutional dietary requirements to direct the activities of a Departmental Steward, having responsibility for food purchase, food preparation and food distribution; of industrial work and organization to direct the activities of mechanics and others in the installation and operation of manufacturing plants established as part of the State Use System; and of agricultural work to direct the activities of the Farm Supervisor and directing officers of correctional institutions in planning and carrying out the agricultural work to advantage and profit.

4. Sound physical condition and free from any disabling defects.

Desirable age—35 or more.

SUBJECTS OF EXAMINATION AND RELATIVE WEIGHTS

Experience, education and training 6
Special Subject—

A—Published or prepared articles on a subject or subjects
related to the work involved in this position..... 1

B—Oral examination 3 4

10

Candidates will be assembled for oral only.

DUTIES

To co-operate with the division directors, heads of institutions, boards of managers, medical directors, under the jurisdiction of the State Board of Institutions and Agencies, and with special medical committees in the development of a program for the classification, segregation, care, treatment, training and employment in State Use and other lines of work, of the inmates and patients in the several institutions and under the care of non-institutional agencies coming within the jurisdiction of the Department; to plan re-construction and re-adjustment of institutions to meet existing needs; to co-ordinate and develop the employment program and, in conjunction with the Director of Education and Parole and the Director of Medicine and Psychiatry, work out and assist in the administration of adequate vocational training and the parole merit system.

In addition he shall supervise the work of the Farm Supervisor and Departmental Steward in the development of institutional farms, the standardization of records, clothing, dietary, supplies and equipment of the various institutions, the State Use System and the proper business administration thereof.

DIRECTOR—(Division of Education and Parole.)

Grade V (K-V) Salary \$6000 per annum.

NOTE: The examination for Director (Division of Education and Parole) will be open to citizens of the State and of the United States, but residents of the State will be given preference. Non-residents will be certified when the eligible list from those within the State is exhausted.

QUALIFICATION REQUIREMENTS

1. Graduation from a normal school for training teachers, or training recognized by the Civil Service Commission as fully equivalent thereto.

2. At least five years' experience as principal of a grammar school, or industrial and vocational school work in a charitable or correctional institution, or experience recognized as equivalent thereto.

3. At least two years' experience as superintendent of a reformatory or large industrial school in which indeterminate sentences or parole systems were operated, or extensive responsible administrative experience, in which the problems involved are considered by the Civil Service Commission as being equal in value to the reformatory and industrial school experience in fitting the candidate for this particular work.

4. A thorough knowledge of parole systems and the proper administration of parole work.

5. Sound physical condition with no disabling defects.

Desirable age—35 or more.

SUBJECTS OF EXAMINATION AND RELATIVE WEIGHTS

Experience, education and training..... 6

Special Subject—

A—Published or prepared articles on a subject or subjects related to the work involved in the position..... 1

B—Oral Examination 3 4

10

Candidates will be assembled for oral only.

DUTIES

To be responsible, under the Commissioner of Institutions and Agencies, for the supervision of the educational and parole work of the State institutions coming under the jurisdiction of the State Board of Institutions and Agencies; to organize, equip and inaugurate courses of study, systems of records and methods of instruction; to make effective vocational and industrial training; to inaugurate new policies of education in institutions where desirable; to institute and supervise recreation, amusements and entertainments in the institutions; to formulate administrative plans and methods of putting into effect the most approved

system of parole; to have general oversight and be responsible for all reports, records and returns dealing with questions of admission, transfers, paroles, discharges, releases and education, and to perform other related work as required.

Commenting on these examinations, Commissioner Lewis says:

"The character of the examinations and your method of conducting them has strengthened our belief in the civil service system, even for use in selecting persons of this grade of importance. I believe you succeeded in these examinations as you did because you recognized these as unusual examinations for unusual positions.

"In our opinion you never could have selected such persons by the old form of written test alone. The State Board has authorized me to express to you its appreciation of your co-operation in first, advertising the positions; second, in giving a proper type of examination; third, in conducting the examinations properly, and in all fairness, and fourth, in rating the papers."

The Commission has continued the practice of employing special and expert examiners as occasion has demanded, and no small part of its success in examination work has been due to these experts, both in the State and municipal service and in private employ, who have willingly given up their time and labor for small returns, and in many cases for no compensation, in the interests of the public welfare.

The Commission has found it necessary because of a lack of applicants resident in the State, to admit, as provided in Section 18 of the Civil Service Law, citizens of the United States resident outside of New Jersey, to the following examinations:

1918

August 17—Teacher, Institutional Service.

Sept. 9—Engineering Supervisor, Division of Street Cleaning and Garbage Removal, Newark.

" 18—Designing Bridge Engineer, Mercer County Engineer's Office.

" "—Junior Engineer, State Service.

" "—Assistant Civil Engineer, State Service.

" "—Rodman, State Service.

" "—Draughtsman, State Service.

" 25—Director, Division of Education and Parole, Department of Institutions and Agencies. (New Jersey residents given preference.)

Oct. 10—Chief of the Circulation Department, Free Public Library, Trenton.

The more important examinations held during the year are:

Director, Division of Education and Pansole: Grade V (K-V)—State Service—Institutions and Agencies—Salary, \$6000 per annum.

Director, Division of Labor, Agriculture, Food and Dietetics: Grade V (K-V)—State Service—Institutions and Agencies—Salary, \$5000 per annum.

Farm Supervisor: Grade III (C-III)—State Service—Institutions and Agencies. Salary Range, \$195 to \$250 per month.

Supervising Steward, Grade IV (K-IV)—State Service—Institutions and Agencies—Salary, \$195 to \$250 per month.

Supervisor of Convict Labor: Grade V (R-V)—State Service—State Highway Commission—Salary, \$235 to \$275 per month.

Division Highway Engineer: Grade V (B-V)—State Service—State Highway Commission—Salary, \$235 to \$275 per month.

Assistant Division Highway Engineer: Grade IV (B-IV)—State Service—State Highway Commission, Salary, \$180 to \$225 per month.

Deputy Commissioner of Compensation: Grade IV (K-IV)—State Service—Department of Labor—Salary, \$195 to \$250 per month.

Assistant Purchasing Agent: Grade VI (A-VI)—State Service—State House Commission—Salary, \$195 to \$250 per month.

Chief, Land Registry Bureau: Grade IV (I-IV)—State Service—Department of Conservation and Development—Salary, \$200 to \$235 per month.

Chief Bureau of Industrial Statistics: Grade VI (A-VI)—State Service—Department of Labor—Salary, \$195 to \$250 per month.

Department Collector: Grade IV (K-IV)—State Service—Institutions and Agencies—Salary, \$180 to \$225 per month.

Inspector of School Accounts: Grade VI (A-VI)—State Service—Board of Education—Salary, \$180 to \$225 per month.

Chief of Building and Loan Division: Grade IV (K-IV)—State Service—Department of Banking and Insurance—Salary, \$180 to \$225 per month.

Inspector of Animal Industry: Grade III (L-III)—State Service—Department of Agriculture—Salary, \$170 to \$210 per month.

Chief Deputy Officer: Grade III (N-III)—State Service, State Prison—Salary, \$150 to \$190 per month.

Testing Engineer: Grade III (F-III)—State Service—Department of Conservation and Development—Salary, \$135 to \$170 per month.

Examiner, Steam Engine and Operators' License Bureau: Grade III (K-III)—State Service—Department of Labor—Salary, \$2000 to \$3000 per annum.

- Supervisor of Nurses and Consultation Stations:** Grade IV (E-IV)—State Service—Department of Health—Salary, \$140 to \$170 per month.
- Supervisor of Children's Institutions:** Grade III (K-III)—State Service—Department of Health—Salary, \$140 to \$170 per month.
- Supervisor of Midwives and Midwifery:** Grade IV (E-IV)—State Service—Department of Health—Salary, \$140 to \$170 per month.
- Supervisor of Education and Extension:** Grade I (I-I)—State Service—Salary, \$140 to \$170 per month.
- Probation Officer:** Grade II (K-II)—Bergen County Service—Salary, \$170 to \$225 per month.
- Right-of-Way Agent:** Grade V (A-V)—State Service—State Highway Commission—Salary, \$150 to \$190 per month.
- Motor Vehicle Inspector:** Grade II (K-II)—State Service—Salary, \$1200 to \$1650 per annum.
- Examiner, Building and Loan Associations:** Grade III (K-III)—State Service—Department of Banking and Insurance—Salary, \$140 to \$170 per month.
- Investigator, Workmen's Compensation Bureau:** Grade II (K-II)—State Service—Department of Labor—Salary, \$100 to \$135 per month.
- Teacher of Infant Hygiene:** Grade II (E-II)—State Service—Department of Health—Salary, \$80 to \$120 per month.
- Medical Inspector:** Jersey City Service—Salary, \$7500 per annum.
- Chief of Police:** Jersey City Service—Salary, \$4800 per annum.
- Plant Superintendent:** Essex County Service—Salary, \$3500 per annum.
- Clerk, Hudson County Boulevard Commission:** Hudson County Service—Salary, \$3000 per annum.
- Supervisor, Soldiers' and Sailors' Municipal Aid Bureau:** Newark Service—Salary, \$2000 per annum.
- Assistant County Engineer:** Hudson County Service—Salary, \$3500 per annum.
- Chief of the Tuberculosis Divisions:** Newark Service—Salary, \$1800 per annum.
- Deputy Sheriff:** Passaic County Service—Salary, \$1500 to \$1800 per annum.
- Policewoman:** East Orange Service—Salary \$1200 per annum.
- Welfare Nurse:** Trenton Service—Salary \$1100 to \$1200 per annum.

HEARINGS

Aside from the stated and special meetings of the Commission, eighteen hearings have been held as follows:

- 1918

- July 22. Hearing on the dismissal of Harry M. Birch, Patrolman, Newark Police Department.
- July 30. Hearing on exemption of position of Special Deputy of Compensation Rating and Inspection Bureau, Banking and Insurance Department.
- July 30. Hearing on exemption of position of Supervisor of Bureau of Purchases, Standards and Tests, Newark.
- Sept. 13. Hearing on allowing transfers from a position in one office to another office at a higher salary rate.
- Sept. 13. Hearing on exemption of position of Secretary of the Board of Managers of the State Hospital at Trenton, Salary, \$500 per annum.
- Oct. 1. Hearing on amendment of Rule XIII; the subjects of rating in examinations for Uniformed Fire Department and Uniformed Police Department.
- Nov. 7. Hearing on exemption of position of Chaplain, Jersey City Police Department.
- Dec. 3. Hearing on exemption of position of Supervisor, Commission for the Amelioration of the Blind.

1919

- Jan. 21. Hearing on amendment to Rule V. No candidate in any examination shall be disqualified by reason of injuries received in the military or naval service of the United States.
- Feb. 18. Hearing on amendment to Rule VII (8) repealing that part which provided that a nominee for a qualifying examination should not be in any case a person who failed in the last preceding competitive examination for the same position.
- Feb. 24. Hearing on dismissal of Peter McLaughlin, Patrolman, Trenton Police Department.
- Feb. 26. Hearing on dismissal of Harry Simpson, Guard, Rahway Reformatory.
- Feb. 27. Hearing on dismissal of James A. Gaffney, Laborer; Alexander Smith, Inspector, and Edward Helmstetter, Director, Bureau of Recreation, Newark.
- Mar. 12. Hearing on exemption of position of Infant Welfare Physician, East Orange, Department of Health.
- Mar. 24. Hearing on dismissal of G. V. Wickware, Rodman, State Highway Department.
- Apr. 7. Hearing on dismissal of Harry Ennis, Porter, Department of Parks and Public Property, Jersey City.
- June 3. Hearing on dismissal of Daniel J. Noonan, Attendant, Hudson County Indigent Hospital.
- June 24. Hearing on dismissal of George Aull, Fireman, Trenton Fire Department.

During the years 1914 and 1915, sixty-five formal hearings were held, practically all on the question of exemption in or dismissals from the public service. During the past two years thirty-four hearings have been held, thirteen on the question of exemption and twelve on the question of dismissal. These facts are further indicative of the general acceptance of the principles of the merit system as administered by the Civil Service Commission in this State.

TRAINING EMPLOYEES FOR THE PUBLIC SERVICE

In its Tenth Annual Report submitted on November 30, 1917, this Commission called attention to the need for the training of public employes, and pointed to the successful experiments made along this line in New York City, Chicago, and Wisconsin. Arrangements were made, through the Extension Service of Columbia University, to organize classes in Newark and Jersey City, but the distracting influences of the war caused the Commission to postpone its efforts until a more favorable period. With the termination of the war and the return of governmental activities to a peace basis, it is desired to again bring this subject to your attention.

Unfortunately, the study of the functions and operations of government, either national, state or municipal, have not heretofore occupied a sufficiently prominent place in our educational curricula, and the same conditions which have failed to acquaint the general public with the methods and processes of government have failed to produce any great number of citizens, desirous of entering public employ, fully equipped to administer the increasingly important and highly specialized public business. Every important Federal department and agency and practically every large industrial concern engaged on government contracts during the war instituted training courses for employes, and this practice is fast becoming a fixed policy in the progressive industrial plants and commercial houses throughout the country. If it was advisable to establish training schools for the temporary work incident to the prosecution of the war, and if it is a paying proposition for private concerns where the personnel is constantly changing, the soundness of the principle when applied to the much more stable and permanent group of public employes cannot be questioned.

Through the extension department of the colleges and universities within the State, in New York City and Philadelphia, a number of centers of instruction can be established and courses in the various subjects for which there is demand can be offered. The cost of this work will be nominal and much benefit will accrue to the State and the several municipalities through the services of trained employes. Recognition of the training thus acquired should be made by more rapid advancement in compensation and by substantial credits in promotion examination.

The Commission hopes for your endorsement of the principle herein set forth and with such endorsement it will be in a better position to organize the work and carry it through to a successful issue.

VETERAN PREFERENCE

The matter of extending preference in appointment to all public positions to the veterans of the World War has been widely discussed all over the country, and much ill-advised and hasty legislation has been proposed, some of which has been enacted into law. Not only in this State but elsewhere, where so much concern has been expressed for the returning veterans and so much interest has been taken in their opportunities for public employment, to the lasting credit of the veteran, be it said, that this agitation has not come from him or his fellows. It has come in some instances from enthusiastic citizens who, we believe, are not fully informed as to the good or the evil which is likely to result, but in most cases from those who desire to curry favor with the great army of clear-headed and physically fit service men.

The Civil Service Commission is in closest sympathy with the constructive work which is being carried on to aid the returning veterans who willingly gave up their positions and future prospects and joined the irresistible army of Americans to fight the battles of freedom, nor is it lacking in its admiration of the way in which these men, hurriedly recruited from civil life, met and vanquished the Prussian legions. It is jealous, however, of the reputation which these veterans have established for themselves, and it earnestly hopes that they will not be led by false promises into a posi-

tion which will reflect on their patriotism. It is not believed that New Jersey's soldiers went to war in order to insure to themselves the exclusive right of holding positions in the public employ. Neither is it believed that they returned with a feeling that they must be permanently subsidized in order to earn a livelihood. On the contrary, we believe, that they were actuated by no selfish motive and returned, those who did return, with the lessons of self-reliance and fair play so deeply impressed upon them that they will repudiate any efforts, however well-meaning, to commercialize their honorable service.

Veteran preference, however absolute, will not provide any great part of the one hundred and sixty thousand service men in this State opportunity to obtain desirable public positions. It has already been pointed out in a preceding section of this report that there are probably not more than twenty thousand positions in the State, counties, cities and boroughs which would fall within the classified service. At least one-half of these positions are of such a character that the ambitious and capable service man will not consider them desirable, and it is obvious that if all the remaining positions in the public service were to be filled with veterans the problem of re-establishing these men in their proper social and industrial relations would not be solved. At the same time, the State would be recognizing, and these same veterans would be approving, legislation designed to confine public employment to a limited class of our citizenship. The effect that such a system, no matter how well deserving the beneficiaries are, would have on our free government would be serious indeed, and cannot be out-weighed by any arguments of expediency which may be advanced. In effect, such a system would, for a generation to come, preclude the possibility of any of the other two and one-half million citizens of the State from serving it, or any of its corporate units, in any desirable capacity, no matter how honorable their record, how great their qualifications and how deserving they may be of such employment.

At the risk of being misunderstood, the Commission has felt that its duty compels it to speak clearly on this subject. It does not believe that statutory regulation of this matter is advisable, and it does not believe that any considerable number of these veterans,

who have served so well, desire these special privileges which are being advocated for them.

The Civil Service Commission has in the past, and will continue to do so, left nothing undone to protect the rights and interests of those who entered military service. The action of the Commission has met with the heartiest approval and co-operation of the appointing authorities and this co-operation has made it possible to serve, and we believe serve well, the interests of the returning soldiers, sailors and marines. Chief among the steps taken are the following:

1. On April 3, 1917, three days before the United States declared war on Germany, the Commission passed a resolution recognizing absences for employes entering war service and providing for their re-employment on their return.

2. On December 19, 1918, a resolution was adopted providing that the names of all persons appearing on any eligible registers who later entered military or naval service, should be carried on such lists for a period of three years, and adopting the policy of certifying eligibles for appointment to fill vacancies from military causes during the period of the absence of the regular employe only.

3. On January 21, 1919, before any considerable number of men had been discharged from war service, the Commission adopted a plan for extending liberal service credits which has proved, so far as we have been able to determine, entirely acceptable both to the veterans concerned and the general public.

4. An emergency list of service men has been established and maintained by the Commission and every inquiry concerning public employment from an ex-soldier, sailor or marine has been given personal attention. This emergency list has been widely used for placing men, either permanently or in temporary employment, during the shortage of eligibles which has already been discussed. The Commission has been able by this means to place a great many service men in desirable places in the several departments and especially in the Road Department, where the demands for qualified help have been unusually great.

5. In all temporary employment, and in all non-competitive positions throughout the service, the Commission has insisted that

preference be given to veterans and this request has met with the ready response and full co-operation of appointing authorities everywhere.

The service credit plan which in the opinion of the Commission makes unnecessary any legislation with respect to this whole matter is as follows:

PLAN FOR EXTENDING MILITARY, NAVAL OR MARINE SERVICE CREDITS TO CANDIDATES IN ENTRANCE CIVIL SERVICE EXAMINATIONS, ADOPTED BY THE NEW JERSEY STATE CIVIL SERVICE COMMISSION ON JANUARY 21, 1919.

When proper proof of military, naval or marine service is presented to the Civil Service Commission, providing the candidate was honorably discharged, credit will be allowed in all Civil Service examinations for original entrance into the public service as follows:

	Credit	Maximum
For each year's service in National Guard, not exceeding five	1 point	5 points
For one year in the U. S. military, naval or marine service prior to the present war..	5 points	} 10 points
For each additional year, not exceeding two..	2½ points	
Credits for military, naval or marine service during the present war, for each month, not exceeding 15 months.....	1 point	15 points

In all cases where applicants have been wounded, or otherwise disabled in the service, and satisfactory proof of the same is given, the maximum credit in each instance shall be allowed, and five points additional shall be given for all such wounded or disabled applicants who may have completed one of the Vocational Rehabilitation Courses given under the direction of the Federal Government, provided the wound or disabilities are not such as to produce incapacity to perform the duties of the position in question.

Credits for military, naval or marine service shall be given in addition to, and independent of, all other credits for experience and training and are to be considered as a separate subject of examination, or ratable factor, or so combined with the general subject of "Experience and Training" as to give a minimum credit of not less than one per

cent, provided such credit shall equal that allowed for a period of six months, and a maximum credit of not more than ten per cent on the general average. Men in service less than six months, or whose service credits total less than 6 points, will be given proportionately less credit.

The weight of these service credits, as they affect the general average, will depend upon the value of military or naval training and experience in fitting the candidate for the position in question, and will range between the minimum and maximum as above provided in every examination for original entrance into the public service.

In concluding its discussion on this subject, the Commission can give no better summary of its position than as is expressed in the following statement issued at the time the service credit plan was adopted:

The problem of proper and fair treatment of the returning soldiers, sailors and marines is occupying the attention of public officials and administrative heads of both public and private business throughout the Country. A great many schemes have been put forward and in their enthusiasm a number of good people have advocated absolute preference to our war veterans for all kinds and classes of positions in the public service without checks or tests as to fitness of any kind.

We are fully appreciative of the great service that has been rendered by our Army and Navy, and Americans at home are under solemn obligation to render every possible assistance to the returning soldier or sailor in order that he may find his proper place in our social and industrial life. We do not believe that the soldiers, sailors and marines who have served their country so unselfishly and valiantly desire that any special class of our citizenship should obtain an exclusive right to hold positions in the public service. We do believe, however, that they desire, and should have, recognition for the training which they have undergone and the valuable experience which they have had. The men who have had the privilege of serving in our military or naval organizations have learned lessons of discipline, obedience and self-dependence which are valuable to them as members of society. The stern experiences which they have undergone have broadened and enlarged their vision and increased their capacity for valuable service. With these considerations in mind, the Commission has ordered a fair and just recognition of what it believes to be a valuable sort of experience and training.

SALARIES AND WAGES

One of the most vital and pressing questions before governmental authorities, not only in this State but in every other state, county and municipality throughout the country, is that of provid-

ing sufficient funds to pay an adequate and living compensation to the great army of public employees.

The rank and file of State employees were receiving a fair compensation, but were not excessively paid, as is the opinion generally held, for the service rendered prior to 1917. At that time the State was paying its 3,000 employees in the classified service an annual total of approximately \$2,500,000, and for the present calendar year the total salaries for the 3300* employees will amount to \$3,265,891.68, or approximately \$750,000 above the figures for 1917. When allowance is made for the increased number of employees required because of the growing activities of the State, it will be seen that the actual increase in compensation for State employees has been not more than \$500,000 or 20% during the past two years. The best figures obtainable fix the increased living costs at 75% to 80%, and granting that the State employees were paid as much as 20%, which was not the case, above the rate for like service in the business world, it is readily seen that their present compensation is at least 35% to 40% behind the advance in living costs, as compared with the first part of 1917.

There can be but one deduction drawn from these figures, and that is, that provision must be made for a substantial increase in the appropriation for salary and wage purposes in the State service in order to meet the absolute necessity occasioned by the greatly changed living standards. A number of State employees undoubtedly are already receiving as much as the State in fairness can be expected to pay for the service rendered, and there should probably be no provision for an increased compensation in the few instances where this condition prevails, but the rank and file are underpaid notwithstanding the increases heretofore granted. It is not believed advisable that a horizontal increase applying to the entire service should be made, but there must be provided for the fiscal year 1920-21, if the minimum needs are to be met and the efficiency of the service is not to be seriously impaired, a sum of not less than \$500,000 for salary and wage purposes over that appropriated for the fiscal year 1919-20.

* About 200 of the 3500 State employees shown in the total on page 8 are paid by the counties and municipalities.

The merit system was founded on the principle that "The best shall serve the State." The State needs and should command none but the best service, and during the past decade there has been built up, on the principle herewith expressed, a highly specialized, efficient and loyal body of State employes. These employes have served faithfully and well during the trying period of the war. They have served, in the main, for much less compensation than they could have commanded elsewhere. It is neither the policy of the State to demand from its employes a service for which it does not pay, nor is it an economical policy to compel its trained and highly efficient workmen to seek service elsewhere because of the compensation standards prevailing. A substantial measure of relief should and must be provided and we respectfully submit this matter for your most careful consideration.

In closing, the Commission desires to express its appreciation of your generous support and co-operation, as well as that of Department Heads and Appointing Authorities in the State, counties and municipalities to which its jurisdiction extends.

Respectfully submitted,

JOHN D. PRINCE, *President*
EDWARD H. WRIGHT
WILLIAM D. NOLAN
WILLIAM K. DEVEREUX
MAX MILLER

Commissioners

APPENDIX I.

CLASSIFICATION OF POSITIONS

NOTE:—This classification, so far as positions in the non-competitive and labor classes are concerned, has been made according to the present standard of wages. Before making any increase in salaries, the Civil Service Commission should be consulted in order that Department Heads may be informed of any change in classification made necessary under the proposed increase.

STATE

ADJUTANT-GENERAL

Unclassified

Adjutant-General
Exempt Class
Deputy-Adjutant-General

Reason for Exemption.
Deputy or First Assistant Section
XIII (1)

Competitive Class

Clerk
Clerk, File
Clerk, Personnel
Clerk, Principal
Clerk, Senior

Clerk-Stenographer
Clerk-Stenographer, Junior
Clerk-Typist
Compiler of Military Records
Compiler of Military Records, Assistant

DEPARTMENT OF AGRICULTURE

Unclassified

Members of Board

Exempt Class
Chief, Bureau of Animal Industry

Chief, Bureau of Lands, Crops and
Markets

Reason for Exemption
Under Provision of Chapter 268,
Laws of 1916, creating State
Department of Agriculture
Under Provision of Chapter 268,
Laws of 1916, creating State
Department of Agriculture

Chief, Bureau of Statistics and Inspection	Under Provision of Chapter 268, Laws of 1916, creating State Department of Agriculture
Clerk-Stenographer, Senior	Secretary to Principal Executive Officer, Section XIII (4)
Entomologist, State	The occupant thereof has to act in a dual capacity as State Entomologist and Entomologist at the Experiment Station at New Brunswick, and furthermore expert qualifications were needed to fill the position, so that a Civil Service Examination would be impracticable
Secretary for Agriculture	Secretary of Board Section XIII (3)
Specialist, Farm Labor Placement	The work being of a temporary character and the position being impracticable to fill through a competitive examination.

Competitive Class

Clerk, Departmental Account	Inspector, Chief (Bureau of Animal Industry)
Clerk-Stenographer	Inspector, Bee
Clerk-Stenographer, Junior	Inspector of Crops, Chief
Clerk-Stenographer, Senior	Inspector of Nurseries
Entomologist, Assistant	Plant Pathologist
Exterminator, Beetle	Specialist, Dairy Products Marketing
Inspector of Animal Industry, Junior	Specialist, Market
Inspector of Animal Industry, Senior	Specialist, Transportation

STATE AGRICULTURAL COLLEGE**(DEPARTMENT OF CLAY-WORKINGS AND CERAMICS)***Unclassified*

Director and Instructor

Competitive Class

Laboratory Assistant

*Non-Competitive Class**Character of Services*

Clerk-Stenographer

Stenographic and clerical work

(LONG COURSES IN AGRICULTURE)*Unclassified.*

Assistant Professor of Agronomy	Instructor, Garden Practice
Associate Professor of Agronomy	Instructor in Animal Husbandry
Associate Professor of Horticulture	Instructor in Poultry Husbandry
Associate Professor of Vegetable Gardening	Instructor of Dairy Husbandry
Instructor	Instructor in Rural Engineering
Instructor, Assistant	Professor of Dairy Husbandry
	Professor of Poultry Husbandry

*Competitive Class***Editor and Librarian****Rose Culturist***Non-Competitive Class**Character of Services***Farm Hand (1)****General farm and garden work,
under supervision****(SHORT COURSES IN AGRICULTURE,****Sanitary Science, etc.)***Unclassified.***Assistant, Instructing
Assistant in Sanitary Science****Instructor of Dairy Husbandry
Lecturer****Director****Lecturer in Sanitary Science****Instructor****Professor, Assistant****Instructor, Assistant****Professor in Chemistry****Instructor in Agronomy and Farm
Manager****Professor of Dairy Husbandry****Instructor in Animal Husbandry****Professor of Education****Instructor in Education****Professor of Electrical Engineer-****Instructor in Military Work, As-****sistant
Professor of Engineering, Assis-****tant
Instructor in Vegetable Gardening****Professor of Hygiene and Sanita-****Instructor in Rural Engineering****tion***Competitive Class***Cleaner and Helper****Clerk-Stenographer, Junior****Clerk-Stenographer***Non-Competitive Class**Character of Services***Farmer (1)****Performing and supervising the
work of cultivating the soil,
raising vegetables and other
products, caring for live stock
and farm implements, etc.****Farm Hand (2)****General farm and garden work,
under supervision****Janitor (1)****Assuming responsibility for and
performing the cleaning, main-
tenance and repair work of
such part of the building as
may be provided with special
janitor service.****Swineherd (1)****Supervising the work of raising,
feeding and caring for hogs.**

(SUMMER SESSIONS)

Unclassified

Director

Competitive Class

Junior Clerk-Stenographer

NEW JERSEY AGRICULTURAL EXPERIMENT STATION

Unclassified

Associate in Station Administration	Home Demonstration Agents,
Extension Specialist	State Leader of
Extension Specialist in Dairy Husbandry	Instructor in Garden Practice,
Extension Specialist in Dairy Husbandry, Assistant	Leader, State (club work)
Extension Specialist in Fruit Growing	Leader, Assistant State
Extension Specialist in Market Gardening	Managers, Board of
Extension Specialist in Soil Fertility	Superintendent, County
Home Demonstration Agent	Superintendent of Farm, County
	Superintendent of Farm Demonstration, County
	Superintendent of Farm Demonstration, State

*Exempt Class**Reason for Exemption*

Chief (Division of Dairy Husbandry)	The occupant of this position also holds a similar position at the College, so that he is called upon to act in a dual capacity
Chief (Division of Poultry Husbandry)	The occupant of this position acts in a dual capacity, being also engaged as a teacher at Rutgers College and is paid partly from State funds and partly from college funds
Director (New Jersey Experiment Station)	Same person fills the positions of Director of State Experiment Station, Agricultural Experiment Station and Dean of the Department of Agriculture of Rutgers College. The position is therefore a triple one and the compensation from three sources, two independent of State control, and a Civil Service examination is therefore impracticable.

Entomologist, State

The occupant thereof has to act in a dual capacity as State Entomologist and entomologist at the Experiment Station at New Brunswick, and furthermore expert qualifications were needed to fill the position, so that a Civil Service examination would be impracticable

**Principal Clerk and Secretary-
Treasurer to Board of Managers**

Secretary of Board Section XIII
(3)

Competitive Class

Assistant, Laboratory
Chemist
Chemist, Junior
Chemist, Senior
Chemist, Soil
Chief (Division of Horticulture)
Clerk
Clerk, Junior
Clerk, Statistical
Clerk-Stenographer
Clerk-Stenographer, Junior
Clerk-Stenographer, Senior
Clerk-Typist, Junior
Dairyman, Head
Editor, Assistant
Editor and Librarian
Entomologist, Assistant
Floriculturist
Florist
Gardener
Helper, Poultryman's

Inspector of Fertilizer
Inspector, Mosquito Extermination
Janitor
Librarian, Departmental
Orchardman, Assistant
Plant Pathologist, Assistant
Pomologist
Pomologist, Assistant
Poultryman
Research Assistant, Poultry
Research Assistant, Soils Department
Rose Culturist
Specialist, Dairy Husbandry
Specialist, Poultry Research
Superintendent of Experimental Farm
Telephone Operator
Tester, Seed
Watchman

Non-Competitive Class

Biologist, Assistant (1)

Caretaker
Chief (Division of Agronomy) (1)

Cleaner and Helper (1)

Clerk-Stenographer (1)
Clerk-Stenographer, Junior (1)
Farm Hand (3)

Field Assistant in Soil Survey (1)

Foreman, Field Crops (1)

Character of Services

Assisting in the Research and Experimental Work in the Propagation, Cultivation and Care of Plants, etc.
Cleaning, etc.
Directing the work of the Division of Agronomy
Sweeping, dusting, scrubbing, polishing, assisting in the moving of furniture and departmental supplies, etc.
Stenographic and clerical work
Stenographic and clerical work
Performing general farm and garden work, under supervision
Assisting in field work, classifying and mapping soils, etc.
Performing general inspection of crops, placing of crops, etc.

Helper, Dairyman's (1)	Feeding, cleaning and caring for dairy stock; milking, caring for milk, etc.
Helper, Poultryman's (2)	Assisting in the raising, feeding and care of Poultry.
Olericulturist (1)	Performing research and experimental work in the propagation, cultivation and care of vegetables
Patrol Attendant (2)	Traversing the grounds and keeping order
Librarian, Departmental (1)	Having charge of a Departmental or Institutional Library
Specialist, Animal Husbandry (1)	Performing research and experimental work in the raising, feeding and care of farm animals
Specialist, Seed Test (1)	Directing the testing of Farm Crop and Flower seeds; instructing residents of New Jersey concerning seeds and weeds, etc.
Swineherd (1)	Supervising the work of raising, feeding and caring for hogs

DEPARTMENT OF ARCHITECTURE

Unclassified

Members of Board	State Architect
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Consulting Engineer	Impracticable to conduct a competitive examination

Competitive Class

Architect and Designer	Clerk-Stenographer
Architectural Draughtsman, Junior	Clerk-Stenographer, Senior
Architectural Draughtsman and Designer	Draughtsman, Engineering
	Inspector of Building Construction

ATTORNEY GENERAL

Unclassified

Attorney General	
<i>Exempt Class</i>	<i>Reason for Exemption.</i>
First Assistant Attorney General	Deputy or First Assistant Section XIII (1)
Legal Assistant to Attorney General, Chief	Legal Assistant of Law Department Section XIII (2)
Legal Assistant to Attorney General, Senior	Legal Assistant of Law Department Section XIII (2)
Second Assistant Attorney General	Legal Assistant of Law Department Section XIII (2)

Competitive Class

Clerk-Stenographer	Clerk-Stenographer, Senior Law
Clerk-Stenographer, Junior	Office Boy
Clerk-Stenographer, Law	Secretary and Senior Law Clerk-Stenographer

DEPARTMENT OF BANKING AND INSURANCE

Unclassified

Commissioner

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chief, Compensation Rating and Inspection Bureau	A Civil Service examination would not be practicable
Deputy Commissioner (Banking and Insurance)	Deputy, Section XIII (1)
Examiner, Bank	Examination not practicable. Position of a very confidential character
Examiner, Insurance	Examination not practicable. Position of a very confidential character
Examiner, Senior Bank	Examination not practicable. Position of a very confidential character
Insurance Examiner and Actuary	Examination not practicable. Position of a very confidential character
Special Examiner and Actuary (Life Insurance)	Examination not practicable. Position of a very confidential character

Competitive Class

Auditor, Banking and Insurance	Clerk
Auditor, Building & Loan Association	Clerk, Junior
Bookkeeper and Accountant	Clerk, Senior Statistical
Chief, Building and Loan Division	Clerk-Stenographer
Chief, Bureau of Banking and Insurance	Clerk-Stenographer, Senior Examiner, Building and Loan Association

COMMISSION FOR AMELIORATING THE CONDITION OF
THE BLIND IN NEW JERSEY*Unclassified.*

Commissioners

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chief Executive Officer	Civil Service examination would not be practicable

Competitive Class

Clerk-Stenographer
Clerk-Typist, Junior

Secretary, Field
Superintendent and Secretary

Non-Competitive Class

Caretaker (1)
Clerk-Bookkeeper (1)
Stock Clerk (1)

Character of Services

Cleaning, etc.
Keeping accounts, etc.
Receiving, storing and issuing on approved requisitions materials, supplies and equipment; assisting in keeping stock records, etc.

Teacher of Occupational Subjects
(5)

Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.

INTERSTATE BRIDGE AND TUNNEL COMMISSION

All unclassified

BURIAL OF DEAD BODIES THROWN UPON THE SHORES OF
THE STATE BY SHIPWRECK

Unclassified

Member of Commission

Non-Competitive Class

Caretaker (State Burial Grounds)
(2)

Character of Services

Burial of bodies, care of graves

CHANCERY REPORTER

Exempt Class

Chancery Reporter

Reason for Exemption

Special training and qualifications required. Not readily determined by examination.

CIVIL SERVICE COMMISSION

Unclassified

Members of Commission

Exempt Class

Chief Examiner and Secretary

Reason for Exemption

Consolidation of two positions, one in the exempt class and one in the competitive class.

Medical Examiner

Official who must be a physician
Section XIII (5)

Competitive Class

Chief Examiner, Assistant	Clerk-Stenographer, Senior
Civil Service Examiner	Clerk-Typist
Civil Service Examiner, Senior	Clerk-Typist, Junior
Clerk	Registrar of Labor
Clerk and Computer	Registrar of Labor and Clerk
Clerk, Departmental Account	Secretary to Civil Service Com-
Clerk-Stenographer	mission, Assistant
Clerk-Stenographer, Junior	

*Non-Competitive Class**Character of Services*

Registrar of Labor (3)

Registering laborers

CLERK IN CHANCERY

Unclassified

Clerk in Chancery

*Exempt Class**Reason for Exemption*

Chief Clerk

If and when so designated under
Section XIII (3)*Competitive Class*

Clerk	Clerk, Taxing
Clerk, Assistant Chief	Clerk, Senior Taxing
Clerk, Departmental Account	Clerk-Bookkeeper
Clerk, Docket and Court	Clerk-Bookkeeper, Junior
Clerk, Execution	Clerk-Bookkeeper, Senior
Clerk, Senior Docket and Court	Clerk-Stenographer
Clerk, Index	Clerk-Typist
Clerk, Junior	Clerk-Typist, Junior
Clerk, Senior	Enroller

CLERK OF THE SUPREME COURT

Unclassified

Clerk of the Supreme Court

Competitive Class

Clerk	Clerk, Senior Docket and Court
Clerk, Head (Litigation Division)	Clerk-Bookkeeper, Senior
Clerk, Head (Search Division)	Clerk-Stenographer
Clerk, Junior	Clerk-Typist
Clerk, Principal Document and Court	

BOARD OF COMMERCE AND NAVIGATION

*Unclassified*Director
Members of Board

Special Counsel

Competitive Class

Clerk, Principal	Engineer, Assistant Chief
Clerk-Stenographer	Engineer, Assistant Civil
Clerk-Stenographer, Senior	Inspector of Power Vessel Equip-
Clerk-Typist	ment
Draughtsman, Chief Topographical	Inspector of Waterways
Draughtsman, Engineering	

*Non-Competitive Class**Character of Services*

Gasoline Engineman and Helper (1)	Operating and making minor re- pairs to Gasoline Engines
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COMPTROLLER*Unclassified***Comptroller***Exempt Class**Reason for Exemption*

Deputy State Comptroller	Deputy, Section XIII (1)
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Competitive Class

Bookkeeper, Principal	Clerk-Bookkeeper, Senior
Clerk	Clerk-Stenographer
Clerk, Head	Clerk-Stenographer, Junior
Clerk-Bookkeeper, Head	Clerk-Typist, Junior
Clerk-Bookkeeper, Principal	

COMPTROLLER (TRANSFER INHERITANCE TAX BUREAU)*Exempt Class**Reason for Exemption*

State Supervisor	The efficient administration of the Transfer Inheritance Tax Law required the retention of the incumbent, so that in view of the peculiar circumstances brought about by legislation in this matter, the Civil Service Commission decided that a com- petitive examination would be impracticable
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(Exempt only during incumbency of present occupant)

Competitive Class

Clerk	Clerk-Stenographer, Junior
Clerk, Inheritance Tax	Clerk-Stenographer, Senior
Clerk, Head Inheritance Tax	Clerk-Typist
Clerk, Junior Inheritance Tax	Clerk-Typist, Junior
Clerk, Principal Inheritance Tax	Investigator, Inheritance Tax
Clerk, Senior Inheritance Tax	Supervisor, District
Clerk-Stenographer	

DEPARTMENT OF CONSERVATION AND DEVELOPMENT

Unclassified

Director and State Forester
Members of Board

Exempt Class

Geologist, Assistant State

Geologist, Consulting

Reason for Exemption

Requires an expert for the position, which would not be discernible through a competitive examination

Examination not practicable. Largely teachers in universities employed on a per diem basis and secured in co-operation with the United States Geological Survey. Engaged to study special problems

Competitive Class

Caretaker
Chemist, Senior Testing
Chief of Land Registry Bureau
Chief of Testing Laboratory
Classifier, Soil
Classifier, Assistant Soil
Classifier, Junior Soil
Classifier, Senior Soil
Clerk, Departmental Account
Clerk-Stenographer
Clerk-Stenographer, Junior
Clerk-Stenographer, Senior
Clerk-Typist
Curator
Curator, Assistant
Engineer, Consulting

Engineer, Testing
Examiner of Water Supply Projects
Fire Warden, Division
Forester, Deputy Assistant State
Forest Ranger
Geologist, State
Janitor
Museum Worker
Office Boy
Specialist, Publicity
State Fire Warden, Chief Assistant
State Fire Warden and Assistant State Forester

Non-Competitive Class

Forest Fire Watcher (3)

Forest Reserve Ranger (5)

Character of Services

Keeping watch from stations for the purpose of reporting the condition of property in forest reserves; to report forest fires, etc.

Patrolling lands in an assigned forest reserve district of the State in order to prevent, control and extinguish forest fires, etc.

COURT OF CHANCERY

Unclassified

Chancellor

Exempt Class

Advisory Master

Clerk-Stenographer, Law

Court Attendant

Court Attendant and Law Clerk-Stenographer

Stenographer, Court

Vice-Chancellor

Reason for Exemption

Examination not practicable. Duties purely judicial and requiring qualifications not readily determined by examination

Secretary or Stenographer of Judge Section XIII (4)

Examination not practicable. Position of a very confidential character and should be filled by personal choice of Vice-Chancellors

Examination not practicable. Position of a very confidential character and should be filled by personal choice of Vice-Chancellors

Secretary or Stenographer of Judge Section XIII (4)

Examination not practicable. Should have been placed by law in Unclassified Service

DISTRICT COURT

Unclassified

Judges

Competitive Class

Clerk

Clerk, Assistant

Clerk, Deputy

Constable

Detective

Interpreter

Sergeant-at-Arms

Sergeant-at-Arms, Assistant

*Non-Competitive Class**Character of Services*

Cleaner (1) (First Judicial District of Hudson County)

Custodian (1) (Elizabeth)

Sergeant-at-Arms (Morris County) (Salary \$200-\$300 per annum)

Cleaning

Sweeping, dusting and cleaning Court House

Attending sessions of court; having custody and keeping record of court papers and briefs; requisitioning for supplies for the court; keeping court room in order, etc.

COURT OF ERRORS AND APPEALS

*Unclassified***Justices**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Court Attendant	Examination not practicable. Position of a very confidential character and should be filled by personal choice of Vice-Chancellors
Court Attendant and Docket and Calendar Clerk	Examination not practicable. Position of a very confidential character and should be filled by personal choice of Vice-Chancellors and because service performed by same person who acts as Court Attendant in Court of Chancery, Court of Errors and Appeals and Supreme Court.

COURT OF PARDONS

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Clerk of the Court of Pardons	Clerk of Department Section XIII (3)

SUPREME COURT

Unclassified

Associate Justice	Circuit Court Justice
Chief Justice	Supreme Court Justice
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Court Attendant	Examination not practicable. Position of a very confidential character and should be filled by personal choice of Vice-Chancellors.
Law Reporter	Special training and qualifications required. Not readily determined by examination
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Court Attendant (1)	Attending sessions of Court; having custody and keeping records of court papers and briefs; requisitioning for supplies for the court; keeping court room in order, etc.

SUPREME COURT CIRCUIT, CIRCUIT AND COUNTY COURTS AND JUVENILE COURTS

Unclassified

Judge	Morgue Keeper (Camden County,
Members of Board of Excise (Union County)	Court of Common Pleas)

Exempt Class

Court Crier (Supreme and Circuit Courts of Passaic County)
Court Stenographer, County Courts

Reason for Exemption

Provided for under Chapter 132, Laws of 1914
A competitive examination would be impracticable, as the court stenographers officiate in several counties and receive their compensation from different counties.

Competitive Class

Assistant, Clerical
Assistant (Court of Quarter Sessions)
Attendant, Court (Juvenile Court)
Clerk, Assistant (Juvenile Court)
Clerk and Stenographer (Common Pleas)
Court Crier (Common Pleas)
Court Crier (Supreme Court Circuit)
Court Crier and Sergeant-at-Arms (Common Pleas)
Interpreter, German (Common Pleas)
Interpreter, Hungarian and Slavish Languages (Common Pleas)

Interpreter, Italian (Common Pleas)
Interpreter, Polish (Common Pleas)
Probation Officer
Probation Officer, Assistant
Probation Officer, Chief
Probation Officer, Senior Assistant
Probation Officer, Second Assistant
Sergeant-at-Arms, Circuit Court
Sergeant-at-Arms, Common Pleas
Sergeant-at-Arms, Supreme Court Circuit
Stenographer

Non-Competitive Class

Morgue Keeper (Hunterdon County) (1)
Morgue Keeper (Mercer County) (1)
Morgue Keeper (Union County) (3)
Probation Officer (1) (Cumberland County (\$150 per year))
Probation Officer (1) (Salem County)

Character of Services

Taking care of Morgue
Taking care of Morgue
Taking care of Morgue
Exercising supervision over offenders whose sentence is suspended
Exercising supervision over offenders whose sentence is suspended

NEW JERSEY STATE COUNCIL OF DEFENSE

Exempt Class

Secretary

Reason for Exemption

Secretary of Board, Section XIII (3)

Competitive Class

Clerk-Stenographer
Clerk-Stenographer, Junior

Clerk-Typist, Junior

STATE BOARD OF EDUCATION

Competitive Class

Chief of Bureau of Information

*Non-Competitive Class**Character of Services*

Clerk-Stenographer

Stenographic and clerical work

NEW JERSEY STATE VILLAGE FOR EPILEPTICS

Unclassified

Managers, Board of
Superintendent

*Exempt Class**Reason for Exemption*

Intern

Official who must be a physician
Section XIII (5)

Internist, Clinical

Official who must be a physician
Section XIII (5)

Resident Physician, Junior

Official who must be a physician
Section XIII (5)

Resident Physician, Senior

Official who must be a physician
Section XIII (5)

Secretary to Superintendent

Secretary of Principal Executive
Officer, Section XIII (4)

Competitive Class

Blacksmith

Eugenic Research and Field
Worker

Blacksmith and Wheelwright

Farmer

Clerk-Bookkeeper, Principal

Farmer, Head

Chauffeur

Foreman of Repairs

Clerk

Plumber

Clerk, Junior

Seamstress, Senior

Clerk, Principal

Shoemaker

Clerk, Stock

Steward

Clerk-Bookkeeper

Storekeeper

Clerk-Stenographer

Superintendent, Assistant

Clerk-Stenographer, Junior

Supervisor

Clerk-Typist

Supervisor, Senior Occupational

Engineman, Assistant

Teacher of Occupational Subjects

Engineman-in-Charge

Teacher, Principal

*Non-Competitive Class**Character of Services*

Attendant (54)	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties, etc.
Butcher (1)	Slaughtering, dressing, trimming and preparing meats, poultry and fish for cooking; supervising the work of Assistant Butchers, etc.
Carpenter (1)	Constructing or repairing wooden buildings or wooden parts of other structures; repairing furniture; shingling roofs; supervising the work of Carpenters' Helpers, etc.
Cook (13)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Dairyman (1)	Feeding, cleaning and caring for dairy stock; milking, caring for and testing milk
Deliveryman (1)	Delivering goods from the station and State Purchasing Department to State Institutions and among the departments of the institutions; hauling coal, ashes, etc.; being responsible for teams and machines being used, and to perform other related work as required.
Dentist (1)	Caring for the teeth of the inmates
Dining Room Maid (1)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Farmer, Head (1)	Directing and being responsible for all employes and the entire work of a large State farm
Farm Hand (20)	Performing general farm and garden work, under supervision
Fireman and Helper (2)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.
Gardener (1)	Performing or supervising the work of propagating, cultivating, harvesting and storage of vegetables and the cultivation of open gardens of flowering and other ornamental plants

Garden Hand (2)	Preparing the land and plats; planting and caring for vegetables, flowers and shrubbery; harvesting and storing garden crops, etc.
Helper, Dairyman's (1)	Performing, under supervision, simple tasks about the dairy barn; feeding, cleaning and caring for dairy stock; milking; caring for milk; storing feed; cleaning stables, etc.
Housekeeper (3)	Performing general housework, including the care and maintenance of a definitely assigned portion or division
Housekeeper, Head (1)	Directing of all the housework
Laborer, Institutional (8)	Performing, under supervision, routine unskilled manual labor.
Laundry Worker (3)	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior	Supervising the work of the Laundry
Mason (1)	Laying bricks and stone; repairing brick and stone work; laying cement; supervising the work of Mason's Helpers, etc.
Nurse, Head Graduate (1)	Supervising the work of Nurses and Attendants and other employees in the hospital, etc.
Painter (1)	Mixing and applying paints, stains, varnishes and enamels; hanging wall paper and glazing windows; supervising the work of Painters' Helpers, etc.
Poultryman (1)	Performing and supervising the work of raising, feeding and caring for poultry
Repairman, Institutional (2)	Making simple repairs and performing other assigned tasks or assisting skilled workmen on institutional repair work
Seamstress (1)	Sewing, making and repairing house linen and clothing
Teacher, Elementary (1)	Teaching of elementary school subjects (1st to 8th grade)
Teacher, Kindergarten (1)	Instructing children who are of the age and capacity for kindergarten work
Teacher of Instrumental Music (1)	Teaching of Instrumental Music
Teacher of Occupational Subjects	Teaching of Occupational Subjects, such as sewing, cooking, carpentry, etc.
Teacher, Physical Training (1)	Teaching of Physical Training
Teacher, Sense Training and Vocational (2)	Developing in sub-normal and epileptic children motor activity through sense stimulation

Teacher, Vocal Music (1)	Teaching the art and practice of vocal music
Telephone Operator (3)	Operating switchboard

EXECUTIVE DEPARTMENT

Unclassified

Governor	Secretary to the Governor
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Assistant Secretary to the Governor	Position confidential in character and properly subject to personal selection of the Governor
Executive Clerk	Position of a confidential character and properly subject to personal selection by the Governor

Competitive Class

Clerk, Principal	Clerk-Stenographer, Senior
Clerk-Stenographer	

COLONY FOR FEEBLE-MINDED MALES

Unclassified

Managers, Board of	Superintendent
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Assistant to Superintendent	Special qualifications and training, so that a Civil Service examination would be impracticable

Competitive Class

Carpenter	Farmer, Head
Farmer	

*Non-Competitive Class**Character of Services*

Attendant (3)	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties
Clerk-Stenographer, Junior (1)	Stenographic and clerical work
Cook (1)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Driver and Stableman	Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.
Fireman and Helper (1)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.
Housemaid (1)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Laundry Worker (1)	Performing, under the direction of others, hand or machine laundering
Repairman, Institutional (1)	Making simple repairs, and performing other assigned tasks or assisting skilled workmen on institutional repair work
Seamstress (1)	Sewing, making and repairing house linen and clothing

HOME FOR THE CARE AND TRAINING OF FEEBLE-MINDED WOMEN

Unclassified

Managers, Board of	Superintendent and Medical Director
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Administrative Assistant	Secretary to Executive Officer Section XIII (4)
Junior Resident Physician	Official who must be a physician Section XIII (5)
Treasurer to Board of Managers	Member of Board of Managers for a fixed term, acting as treasurer

Competitive Class

Carpenter	Engineman-in-Charge
Clerk, Institutional Account	Eugenic Research and Field Worker
Clerk, Junior	Farmer
Clerk-Stenographer	Foreman of Repairs
Clerk-Stenographer, Junior	Helper, Carpenter's
Clerk-Stenographer, Senior	Instructor, Knitting
Clerk-Typist, Junior	Nurse, Graduate
Dietitian	

Non-Competitive Class

Attendant (19)	<i>Character of Services</i>
	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties

Attendant, Supervising	Supervising and inspecting the work of Attendants; assisting in the reception and assignment of patients or inmates, etc.
Carpenter (1)	Constructing or repairing wooden buildings or wooden parts of other structures; repairing furniture; shingling roofs; supervising the work of Carpenters' Helpers, etc.
Clerk, Stock (1)	Receiving, storing and issuing on approved requisitions materials, supplies and equipment; assisting in keeping records, etc.
Clerk-Stenographer (1)	Stenographic and clerical work
Coal Passer (1)	Hauling coal, removing ashes and assisting the firemen
Cook (2)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Deliveryman (1)	Delivering goods from the station and State Purchasing Department to State institutions, and among the departments of the institutions; hauling coal, ashes, etc., being responsible for teams and machines being used, and to perform other related work as required
Farm Hand (2)	Performing general farm and garden work, under supervision
Fireman and Helper (7)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.
Helper, Carpenter's (1)	Performing the work of apprentice and assisting journeymen in the trade of carpentry.
Housekeeper (1)	Performing general housework, including the care and maintenance of a definitely assigned portion or division
Housekeeper, Senior (1)	Directing and being responsible for the housework -
Housemaid	Performing under supervision, routine domestic tasks, such as scrubbing, etc.
Laundry Worker (1)	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior (1)	Supervising the work of the laundry
Nurse, Graduate (1)	Performing, under supervision, routine nursing; keeping the necessary records; supervising the work of Attendants, etc.

Plumber (1)	Installing piping for gas, water, waste, soil and vent pipes; replacing old pipes with new ones; fitting water and waste pipes; supervising the work of Plumbers' and Steamfitters' Helpers
Scamstress (1)	Sewing, making and repairing house linen and clothing
Supervisor (3)	Supervising and inspecting the work of Attendants; assisting in the reception and assignment of patients and inmates, etc.
Teacher, Elementary (2)	Teaching of elementary school subjects (1st to 8th Grades)
Teacher of Occupational Subjects (1)	Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.
Teacher of Physical Training (1)	Teaching of Physical Training
Watchman (1)	Guarding buildings and other property from fire, theft, or other injury or danger during a definite period or watch; tending fires, etc.

BOARD OF FISH AND GAME COMMISSIONERS

Unclassified

Commissioners

*Exempt Class**Reason for Exemption*

Secretary

Secretary of Board, Section XIII
(3)*Competitive Class*

Captain, Motor Boat
 Clerk, Departmental Account
 Clerk, Junior
 Clerk-Stenographer
 Clerk-Stenographer, Junior
 Gasoline Engine-man and Helper
 Protector, Fish and Game
 Protector, Chief Fish and Game

Protector, Senior Fish and Game
 (Northern Section)
 Protector, Senior Fish and Game
 (Southern Section)
 Superintendent, Fish Hatchery
 Superintendent (Game Farm)
 Superintendent (Game Farm), Assistant
 Specialist, Publicity

Non-Competitive Class

Clerk-Stenographer, Junior (1)
 Cook (1)

Character of Services

Stenographic and clerical work.
 Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Culturist, Fish (2)	Performing or supervising the general work in the care of fish, cleaning pools, grading, grinding feed and other work in connection with fish culture at a State Fish Hatchery
Farm Hand (9)	Performing general farm and garden work, under supervision
Gate Tender (State Game Farm) (1)	Operating the gate at the entrance to the Game Farm, directing visitors and other persons making inquiries, and seeing that the gate is securely locked at night
Helper, Fish Hatchery (4)	Assisting in the culture of fish
Laborer (1)	Performing, under supervision, routine, unskilled manual labor
Watchman (1)	Guarding buildings and other property from fire, theft, or other injury or danger during a definite period or watch; tending fires, etc.

BOARD OF SHELL FISHERIES

Unclassified

Director	Members of Board
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Publicity Specialist	The position calls for a person with special training and qualifications, so that a competitive examination would be impracticable

Competitive Class

Clerk, Senior License	Engineman, Marine
Clerk-Stenographer, Junior	Protector, Division
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Cook (1)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Codifier of Laws (1)	Codifying laws relating to the shell fish industry, and performing other clerical work and legal service as required
Protector, Shell Fisheries (12)	Guarding the State and leased oyster and clam grounds; performing other related protection work

Protector, Shell Fisheries (3) (with boat and crew)	Directing the operation of a power boat, and performing the duties of Shell Fisheries Protector
Protector and Officer, Shell Fisheries (Guard Boat)	Navigating and directing the operation of the Shell Fisheries Guard Steamer, and performing the duties of Shell Fisheries Protector

BOARD OF CHILDREN'S GUARDIANS

Unclassified

Members of Board
Commissioner

Commissioner, Assistant

Competitive Class

Clerk
Clerk, Junior
Clerk-Bookkeeper, Junior
Clerk-Bookkeeper, Senior
Clerk-Stenographer
Clerk-Stenographer, Junior

Clerk-Typist, Junior
Investigator, Social
Investigator, Senior Social
Social Investigator and Buyer
Superintendent
Superintendent, Assistant to

DEPARTMENT OF HEALTH

Unclassified

Director

Members of Board

*Exempt Class**Reason for Exemption*

Consultant (Division of Child Hygiene)

Official who must be a physician
Section XIII (5)

Competitive Class

Bacteriologist
Bacteriologist, Senior
Captain, Motor Boat
Chemist
Chemist, Junior
Chemist, Senior
Chief (Bureau of Food and Drugs)
Chief (Bureau of Local Health Administration)
Chief (Bureau of Sanitary Engineering Inspection)
Chief (Bureau of Vital Statistics)
Chief, Division of Child Hygiene and Nursing
Chief (Division of General Administration)

Inspector, Animal (Division of Food and Drugs)
Inspector, Dairy
Inspector, Food and Drugs
Inspector, Pasteurizing Plants
Investigator, Special
Laboratory Assistant
Librarian, Junior
Nurse, Chief Welfare Extension
Nurse, Field
Office Boy
Operator, Motion Picture
Punch Machine Operator and Stenographer
Sanitary Engineer, Assistant
Sanitary Engineer, Junior

Chief of Laboratory of Hygiene and Assistant Director of Health	Specialist, Public Health Exhibit
Chief (Medical Supervision, Education and Publicity)	Supervisor, Children's Institutions
Clerk	Supervisor, Education Extension (Bureau of Child Hygiene)
Clerk, Division of Child Hygiene	Supervisor, Midwives and Midwifery
Clerk, Junior	Supervisor, Midwives and Midwifery, Assistant
Clerk, Statistical	Supervisor, Nurses and Consultation Stations
Clerk, Senior Statistical	Supervisor, Nurses and Consultation Stations, Assistant
Clerk-Stenographer	Teacher of Infant Hygiene
Clerk-Stenographer, Junior	Technician, Junior Laboratory
Clerk-Stenographer, Senior	
Clerk-Typist	
Clerk-Typist, Junior	
Epidemiologist, Assistant	

STATE HIGHWAY COMMISSION

Unclassified

State Engineer	State Highway Engineer
State Highway Engineer, Assistant	

*Exempt Class**Reason for Exemption*

Senior Clerk	Clerk to Commission, Section XIII (3)
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Competitive Class

Agent, Right of Way	Engineer, Division Highway
Auditor	Engineer, Assistant Division Highway
Auditor and Accountant	Engineer, Junior
Blacksmith	Engineer, Testing
Business Agent	Engineer, Junior Testing
Business Agent, Assistant to	Engineman (Steam Roller)
Camp Assistant	Enumerator, Traffic
Chauffeur	Foreman, Blasting
Chemist, Testing	Foreman, Carpenter
Chemist, Junior Testing	Foreman, of Road Construction
Clerk and Stenographer, Contract	Foreman of Road Construction, Assistant
Clerk, Cost	Guard, Road
Clerk, Senior Cost	Inspector, Bridge Construction
Clerk, Junior	Inspector, Highway Construction
Clerk, Material	Mechanic, Supervising
Clerk, Senior	Office Boy
Clerk, Stock	Operator, Steam Shovel
Clerk, Principal Stock	Repairman, Mechanical
Clerk-Bookkeeper	Rodman
Clerk-Bookkeeper and Secretary, Principal	Secretary and Head Clerk
Clerk-Stenographer	Secretary and Head Clerk, Assistant to
Clerk-Stenographer, Senior	Secretary to State Highway Engineer
Clerk-Typist	Supervisor of State Convict Labor
Draughtsman	Watchman
Draughtsman, Engineering	
Driver, Truck	
Engineer, Assistant Civil	

STATE HOME FOR BOYS

Unclassified

Managers, Board of	Superintendent
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chaplain	Examination is impracticable
Chaplain, Visiting	Examination is impracticable
Physician, Visiting	Official who must be a physician Section XIII (5)
Superintendent, Deputy (Correc- tional)	Inasmuch as the person appointed acts as the Superintendent's Deputy or First Assistant, and would act generally in the place of the Superintendent when he was absent, so that his duties would be similar to a Deputy or First Assistant

Competitive Class

Baker	Industrial Officer—Butcher
Carpenter	Industrial Officer—Carpenter
Clerk	Industrial Officer—Dairy
Clerk-Bookkeeper	Industrial Officer—Mason
Clerk-Bookkeeper, Principal	Industrial Officer—Plumber
Clerk-Stenographer	Printer Officer
Clerk-Stenographer, Junior	Shoemaking Officer
Engineman, Assistant	Storekeeping Officer
Engineman-in-Charge	Teacher, Elementary
Farm Manager	Teacher, Principal
Field Parole Officer	Ward
Field Parole Officer, Senior	Watchman
Industrial Officer—Blacksmith	

*Non-Competitive Class**Character of Services*

Cleaner and Helper Officer (1)	Supervising the work of cleaning, etc.
Cottage Officer (1)	Exercising direct charge of a group of Juvenile Delinquents during a given period or watch; maintaining discipline and or- derly conduct, and preventing escapes, etc.
Dentist (1)	Caring for the teeth of Juvenile Delinquents
Dining Room Man	Waiting on table, washing dishes, keeping the dining room in or- der, etc.
Dining Room Officer	Supervising and instructing in the work of the dining room
Driver and Stableman (1)	Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehi- cles; making minor repairs to such equipment, etc.

Farm Hand	Performing general farm and garden work, under supervision
Farm Officer (4)	Supervising and instructing in farm work
Florist Officer (1)	Supervising in the care of lawns, hedges, shrubbery, plants, flowers and in work in the green house
Housekeeping Officer (13)	Being responsible, under the Head Housekeeping Officer, for an assigned division of the household work
Housekeeping Officer, Head	Directing all of the housework of the Institution
Houseman Officer	Supervising and instructing juvenile delinquents in the preparation of food for cooking; cleaning up about the vegetable house and kitchen
Kitchen Officer	Supervising and instructing in the preparation and cooking of foods and canning and drying of vegetables and fruits
Laundry Officer (1)	Instructing in washing and ironing, etc.
Painter Officer (1)	Supervising and instructing in the crafts of painting, paperhanging, decorating and sign-painting
Poultryman Officer	Supervising and instructing juvenile delinquents in the raising, feeding and caring for poultry
Relief Officer (1)	Acting as relief officer in the supervision of the work in the kitchen, laundry, sewing-room and other Departments of the Home; instructing in the duties of the departments, etc.
Sewing Room Officer (1)	Supervising and instructing in sewing and mending
Tailor Officer (1)	Supervising and instructing in tailoring
Teacher, Elementary (4)	Teaching of elementary school subjects (1st to 8th Grades)
Teacher of Occupational Subjects (1)	Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.
Teacher of Physical Training (1)	Teaching of physical training
Telephone Operator (1)	Operating switchboard

STATE HOME FOR GIRLS

Unclassified

Managers, Board of

Superintendent

*Exempt Class**Reason for Exemption*

Chaplain, Visiting

Examination not practicable

Physician, Senior Resident

Official who must be a physician
Section XIII (5)*Competitive Class*

Bakery Officer

Officer, Senior Field Parole

Clerk, Stock

Housekeeping Officer

Clerk-Bookkeeper

Housekeeping Officer, Head

Clerk-Bookkeeper, Junior

Kitchen Officer

Clerk-Bookkeeper, Senior

Laundry Officer

Clerk-Stenographer

Nurse, Graduate

Engineman-in-Charge

Sewing Room Officer

Farm Manager

Teacher of Instrumental Music

Farm Officer

Teacher of Physical Training

Fireman and Helper

Ward

Officer, Field Parole

*Non-Competitive Class**Character of Services*

Farm Hand

Performing general farm and garden work, under supervision

Foreman and Helper

Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.

Repairman, Institutional (2)

Making simple repairs, and performing other assigned tasks or assisting skilled workmen on institutional repair work

Secretary to Board of Managers (1)

Attending meetings of the Board of Managers; recording and transcribing minutes; conducting correspondence; keeping records, etc.

Teacher, Elementary (3)

Teaching of elementary school subjects (1st to 8th Grades)

Teacher of Instrumental Music

Teaching of Instrumental Music

Teacher of Occupational Subjects (4)

Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.

Teacher of Vocal Music

Teaching of Vocal Music

Teacher, Principal (1)

To have sole charge, under the Superintendents, of the educational work

NEW JERSEY HOME FOR DISABLED SOLDIERS

(Kearney)

Unclassified

Managers, Board of

Superintendent and Secretary

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chaplain	Examination not practicable
Oculist	Official who must be a physician Section XIII (5)
Junior Resident Physician	Official who must be a physician Section XIII (5)
Senior Resident Physician	Official who must be a physician Section XIII (5)
Secretary to Superintendent	Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Baker	Cook, Head
Carpenter	Cook, Senior
Clerk, Junior	Fireman and Helper
Clerk, Senior	Plumber's and Steamfitter's Helper
Clerk-Bookkeeper	Quartermaster

*Non-Competitive Class**Character of Services*

Attendant (7)	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties
Chauffeur-Bugler (1)	Operating and repairing motor vehicles and sounding regulation army calls upon a bugle
Cleaner and Helper (1)	Cleaning, sweeping, dusting, scrubbing, polishing, etc.
Cook	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Dining Room Maid (4)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Driver and Stableman	Caring for, feeding and driving horses, cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.
Housekeeper, Senior (1)	Being responsible for the housework of the institution
Housemaid (1)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Houseman (2)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.

Laborer, Institutional	Performing, under supervision, routine manual labor
Laundry Worker (2)	Performing, under the direction of others, hand or machine laundering
Musician	Playing Piano
Nurse, Graduate (8)	Performing, under supervision, routine nursing; keeping the necessary records, etc.
Seamstress (1)	Sewing, making and repairing house linen and clothing

**NEW JERSEY HOME FOR DISABLED SOLDIERS, SAILORS OR
MARINES AND THEIR WIVES AND WIDOWS
(Vineland)**

Unclassified

Managers, Board of	Superintendent
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Visiting Physician	Official who must be a physician Section XIII (5)
Secretary to Superintendent	Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Carpenter	Engineman, Assistant
Clerk, Junior	Fireman and Helper
Clerk, Stock	Housekeeper, Senior
Cook, Head	Storekeeper and Chauffeur
Engineman-in-Charge	

Non-Competitive Class

Character of Services

Attendant (7)	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters in a sanitary and clean condition; directing inmates in the performance of simple general duties
Baker (1)	Being responsible for the preparation and baking of bread, rolls, pastry and other bakery goods, including the supervision of the work of Assistant Bakers
Cleaner and Helper (3)	Cleaning, sweeping, dusting, scrubbing, polishing, etc.
Clerk, Junior (\$50 per month with maintenance)	Performing general clerical work
Cook (4)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Dining Room Maid (3)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Man (8)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Driver and Stableman	Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.
Elevator Operator (2)	Operating freight or passenger elevators
Farm Hand	Performing general farm and garden work, under supervision
Housemaid	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Houseman	Performing, under supervision, ordinary routine or heavy housework including scrubbing, kitchen work, etc.; lifting and moving furniture, etc.
Laborer, Institutional (2)	Performing, under supervision, routine unskilled manual labor
Laundry Worker (6)	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior (1)	Supervising the work of the laundry
Nurse, Graduate (1)	Performing, under supervision, routine nursing; keeping the necessary records, etc.
Secretary to Board of Managers	Attending all meetings of the Board of Managers; recording and transcribing minutes; conducting correspondence relative to the action taken by the board; keeping records of transactions; and performing other related clerical or stenographic work
Seamstress (2)	Sewing, repairing and making house linen and clothing
Watchman (1)	Guarding buildings and other property from fire, theft, or other injury or danger during a definite period or watch; to tend fires, etc.

HORTICULTURAL SOCIETY

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to Board of Managers	Secretary of Board, Section XIII (3)
Treasurer to Board of Managers	Member of Board of Managers for a fixed term acting as Treasurer

NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS

Unclassified

Superintendent and Executive Officer

Exempt Class

Pathologist

Junior Resident Physician

Senior Resident Physician

Secretary to Board of Managers

Senior Clerk-Stenographer

Reason for Exemption

Official who must be a physician
Section XIII (5)

Official who must be a physician
Section XIII (5)

Official who must be a physician
Section XIII (5)

Secretary of Board, Section XIII
(3)

Stenographer to Principal Executive Officer, Section XIII (4)

Competitive Class

Blacksmith

Butcher

Carpenter

Chauffeur

Clerk, Junior

Clerk, Statistical

Clerk, Senior Statistical

Clerk-Bookkeeper

Clerk-Bookkeeper, Junior

Clerk-Bookkeeper, Principal

Clerk-Bookkeeper, Senior

Clerk-Stenographer

Cook

Cook, Head

Electrician

Engineer, Chief

Engineman, Assistant

Engineman, First Assistant

Engineman-in-Charge

Eugenic Research and Field Worker

Farmer, Head

Fireman and Helper

Florist

Foreman, Carpenter

Foreman, Machine Shop

Foreman, Painter

Foreman, Upholsterer

Helper, Blacksmith's

Laundryman, Head

Mason

Pharmacist

Plumber

Shoemaker

Storekeeper

Supervisor of Nursing

Tinsmith

Warden, Assistant

Watchman

Non-Competitive Class

Agent, Station (1).

Attendant (153)

Attendant, Supervising (9)

Character of Services

Performing the work of a railroad station agent

Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties

Supervising and inspecting the work of Attendants; assisting in the reception and assignment of patients or inmates, etc.

Baker	Being responsible for the preparation and baking of bread, rolls, pastry and other bakery goods, including the supervision of the work of Assistant Bakers
Baker, Assistant (2)	Assisting in the preparation of baked goods
Barber (1)	Performing barber work for the inmates
Butcher, Assistant	Assisting in slaughtering and handling of meats
Cable Car Operator (3)	Operating the cable car on the local traction line of the hospital
Clerk, Junior (3)	Performing general clerical work
Clerk, Stock (2)	Receiving, storing, issuing on approved requisitions materials, supplies, and equipment; assisting in keeping stock records, etc.
Clerk-Stenographer, Junior (1)	Performing general stenographic and clerical work
Coal Passer (8)	Hauling coal, removing ashes and assisting the firemen in cleaning fires, keeping the boiler-room in order, etc.
Cook (10)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Dairyman (1)	Feeding, cleaning and caring for dairy stock; milking, caring for and testing milk, etc.
Dentist (1)	Caring for the teeth of the inmates
Dining Room Maid (6)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Man	Waiting on table, washing dishes, keeping the dining room in order, etc.
Driver and Stableman (1)	Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.
Engineman, Assistant (3)	Operating engines, boilers, dynamos, motors, pumps, elevator machinery, laundry machinery, during a given period or watch; making minor repairs, etc.
Farm Hand (40)	Performing general farm and garden work under supervision

Fireman and Helper (3)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.
Fireman, Gas House (1)	Assisting in the operation of engines, pumps, hauling coal and ashes, etc.
Gardener (1)	Performing or supervising the work of propagating, cultivating, harvesting and storage of vegetables and the cultivation of open gardens of flowering and other ornamental plants
Garden Hand (17)	Performing simple garden and lawn operations; preparing the land and plats; planting and caring for vegetables, flowers and shrubbery; harvesting and storing garden crops, etc.
Helper, Blacksmith's	Performing the work of apprentice and assisting journeyman in the trade of blacksmithing
Helper, Butcher's (1)	Assisting in the slaughtering, dressing, trimming and preparation of meats, poultry and fish for cooking
Helper, Carpenter's (2)	Performing the work of apprentice and assisting journeymen in the trade of carpentry
Helper, Dairyman's (3)	Feeding, cleaning and caring for dairy stock; milking, caring for milk, etc.
Helper, Florist's (4)	Assisting florists in greenhouse or garden in the propagation and care of plants
Helper, Mason's (1)	Performing the work of apprentice and assisting journeymen masons
Helper, Painter's (2)	Performing the work of apprentice and assisting journeymen in the trade of painting
Helper, Plumber's and Steamfitter's (4)	Performing the work of apprentice and assisting journeymen in the trades of plumbing and steamfitting
Helper, Tailor's (1)	Assisting in the manufacture of tailored clothing; mending, repairing, etc.
Helper, Tinsmith's (1)	Performing the work of apprentice and assisting journeymen in the trade of tinsmithing
Helper, Upholsterer's (1)	Performing the work of apprentice and assisting journeymen in the trade of upholstering

Housekeeper (1)	Performing general housework, including the care and maintenance of a definitely assigned portion or division
Housemaid (5)	Performing, under supervision, ordinary routine domestic tasks, such as scrubbing, etc.
Houseman (65)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.; lifting and moving furniture, etc.
Janitor (2)	Assuming responsibility for and performing the cleaning, maintenance and repair work of such part of the building as may be provided with special janitor service
Laborer, Institutional (4)	Performing, under supervision, routine unskilled manual labor
Laborer, Sewage Disposal (3)	Performing, under supervision, routine unskilled manual labor in connection with the operation and maintenance of sewage disposal plants
Laundry Worker (26)	Performing, under the direction of others, hand or machine laundering
Librarian, Junior (1)	Performing simple library tasks
Patrol Attendant (1)	Traversing the grounds and keeping order, etc.
Photographer (1)	Performing photographic work
Repairman, Institutional (6)	Making simple repairs, and performing other assigned tasks or assisting skilled workmen on institutional repair work
Seamstress (1)	Sewing, making and repairing house linen and clothing
Supervisor, Senior Occupational (1)	Supervising the occupational work by the inmates
Tailor (1)	Performing tailoring work
Teacher of Occupational Subjects (3)	Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.
Teacher, Principal (1)	Having sole charge, under the Superintendent of the educational work
Technician, Junior Laboratory (2)	Assisting and making, under supervision, pathological, bacteriological, or chemical examinations, tests and analysis in hospital laboratory, and performing other laboratory experimental or incidental clerical work as required
Telephone Operator (1)	Operating switchboard

Trackman (1)	Tending and keeping in repair the hospital switch track
Usher (1)	Performing, under supervision, simple routine office work in a State Institution and which may involve the performance of simple household duties as assigned
Watchman (2)	Guarding buildings and other property from fire, theft, or other injury or danger during a definite period or watch; tending fires, etc.

NEW JERSEY STATE HOSPITAL AT TRENTON

Unclassified

Managers, Board of Medical Director	Warden
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*Exempt Class**Reason for Exemption*

Interne	Official who must be a physician Section XIII (5)
Pathologist	Official who must be a physician Section XIII (5)
Junior Resident Physician	Official who must be a physician Section XIII (5)
Senior Resident Physician	Official who must be a physician Section XIII (5)
Visiting Physician	Official who must be a physician Section XIII (5)
Secretary to Board of Managers	Secretary of Board, Section XIII (3)
X-Ray Specialist	Official who must be a physician Section XIII (5)

Competitive Class

Attendant, Supervising	Foreman, Painter
Baker	Gardener
Blacksmith	Helper, Painter's
Butcher	Helper, Plumber's and Steam-
Carpenter	fitter's
Chauffeur	Helper, Tailor's
Clerk, Institutional Account	Librarian, Junior
Clerk, Stock	Mason
Clerk-Bookkeeper	Nurse, Graduate
Clerk-Bookkeeper, Principal	Painter
Clerk-Bookkeeper, Senior	Pharmacist
Clerk-Stenographer	Plumber
Clerk-Stenographer, Junior	Social Investigator
Clerk-Typist	Steamfitter
Clerk-Typist, Junior	Storekeeper
Cook, Head	Superintendent, Assistant to
Dairyman	Supervisor

Electrician
 Engineman, Assistant
 Engineman-in-Charge
 Farmer, Head
 Florist
 Foreman, Carpenter

Non-Competitive Class

Assistant, Institutional

Attendant (138)

Bacteriologist

Chauffeur (1)

Cleaner and Helper

Clerk-Typist, Junior (1)
 Coal Passer (8)

Cook (19)

Cook, Senior

Dentist (1)

Dining Room Maid (9)

Dining Room Man (2)

Driver and Stableman (2)

Supervisor of Nursing
 Swineherd
 Tailor
 Technician, Junior Laboratory
 Treasurer to Board of Managers
 Watchman

Character of Services

Inspecting the work in the sundry departments

Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties

Having charge of bacteriological analysis of specimens of suspected contagious diseases, such as diphtheria, etc.

Operating and making minor repairs and adjustments; keeping in good condition passenger, freight or ambulance motor vehicles, loading and unloading, keeping records, etc.

Cleaning, dusting, scrubbing, polishing, etc.

Typewriting and clerical work.

Hauling coal, removing ashes and assisting the firemen in cleaning fires, keeping the boiler-room in order, etc.

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Having entire direction of all cooking and the receiving and handling of food supplies

Caring for the teeth of the inmates

Waiting on table, washing dishes, keeping the dining room in order, etc.

Waiting on table, washing dishes, keeping the dining room in order, etc.

Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.

Farm Hand (6)	Performing general farm and garden work, under supervision
Fireman and Helper (10)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs etc.
Garden Hand (5)	Performing simple garden and lawn operations; preparing the land and plats; planting and caring for vegetables, flowers and shrubbery; harvesting and storing garden crops, etc.
Helper, Dairyman's (4)	Feeding, cleaning and caring for dairy stock; milking, caring for milk, etc.
Helper, Mason's (1)	Performing the work of apprentice and assisting journeymen masons
Helper, Plumber's (1)	Performing the work of apprentice and assisting journeymen plumbers
Helper, Upholsterer's (1)	Performing the work of apprentice and assisting the journeymen in the trade of upholstering
Housemaid (5)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Houseman (5)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.; lifting and moving furniture, etc.
Laborer, Institutional (2)	Performing, under supervision, routine unskilled manual labor
Laundry Man, Head (1)	Assuming charge of and being responsible for the laundry work
Laundry Worker (13)	Performing, under supervision, hand or machine laundering
Nurse, Graduate (3)	Performing, under supervision, routine nursing; keeping necessary records, etc.
Painter (1)	Mixing and applying paints, stains, varnishes and enamels; hanging wallpaper and glazing windows; supervising the work of Painter's Helpers, etc.
Patrol Attendant (1)	Traversing the grounds and keeping order, etc.
Seamstress (4)	Sewing, making and repairing house linen and clothing
Seamstress, Senior	Having charge of all sewing, except tailoring

Technician, Junior Laboratory (1)	Assisting and making, under supervision, pathological, bacteriological, or chemical examination, tests and analysis in hospital laboratory, and performing other laboratory, experimental or incidental clerical work as required
Telephone Operator (2)	Operating switchboard
Upholsterer (1)	Making and repairing of furniture, carpets, mattresses and shades, etc.
Usher (1)	Performing, under supervision simple routine office work in a State Institution, and which may involve the performance of simple household duties as assigned

INSTITUTIONS AND AGENCIES

Unclassified

Commissioner	Members of Board
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Agent	On account of the confidential character of the position, which would make a Civil Service examination impracticable
Secretary	Secretary of Board, Section XIII (3)

Competitive Class

Bookkeeper, Principal	Director, Junior Assistant (Division of Education and Parole)
Chauffeur	Director (Division of Labor, Agriculture, Food and Die.e.ics)
Clerk	Farm Supervisor
Clerk, File	Farm Supervisor, Assistant to
Clerk, Junior	Field Parole Officer
Clerk, Senior	Investigator of Charitable Institutions
Clerk, Statistical	Office Boy
Clerk-Stenographer	Psychologist, Assistant
Clerk-Stenographer, Junior	Steward Supervising
Clerk-Stenographer, Senior	Supervisor (Institutional Industries)
Clerk-Typist	
Collector	
Director (Division of Education and Parole)	
Director, Assistant (Division of Education and Parole)	

JURY COMMISSION

Unclassified

Clerk to Jury Commission Commissioner

DEPARTMENT OF LABOR

Unclassified

Chief, Negro Welfare Bureau Commissioner of Labor and Commissioner of Workmen's Compensation Bureau

*Exempt Class**Reason for Exemption*

Medical Examiner (Workmen's Compensation Bureau) Official who must be a physician Section XIII (5)

Competitive Class

Chief (Bureau of Electrical Equipment)	Commissioner of Labor, Assistant Director of Employment, State Examiner, Employment Examiner, Steam Engine and Boiler Operators' License Bureau
Chief (Bureau of Hygiene and Sanitation)	Inspector, Bakery
Chief (Bureau of Industrial Statistics)	Inspector of Explosives
Chief (Bureau of Structural Inspection)	Inspector, Factory
Chief, Workmen's Compensation Bureau	Inspector, Senior Factory
Clerk	Inspector, Mine and Factory
Clerk, Claim	Investigator of Occupational Diseases
Clerk, Compensation Settlement	Investigator, Workmen's Compensation Bureau
Clerk, Junior	Janitor
Clerk, Senior	Referee (Workmen's Compensation Bureau)
Clerk, Senior, Statistical	Secretary to Commissioner of Labor
Clerk-Bookkeeper	Secretary and Deputy Commissioner of Workmen's Compensation Bureau
Clerk-Stenographer	
Clerk-Stenographer, Junior	
Clerk-Stenographer, Senior	
Clerk-Typist	
Clerk-Typist, Junior	
Commissioner of Compensation, Deputy	

STATE LIBRARY

Unclassified

Librarian, State

*Exempt Class**Reason for Exemption*

Secretary to State Librarian Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Clerk, Junior, File	Librarian, Law
Clerk-Stenographer	Librarian, Reference
Clerk-Stenographer, Junior	

NEW JERSEY PUBLIC LIBRARY COMMISSION

Unclassified

Commissioners

Exempt Class

Secretary

*Reason for Exemption*Secretary of Commission, Section
XIII (3)*Competitive Class*

Clerk, Library

Library Organizer

Librarian, Assistant

DEPARTMENT OF MOTOR VEHICLES

*Unclassified*Commissioner of Motor Vehicles
(Assistant Secretary of State)*Competitive Class*

Auditor

Calendar Clerk, Senior

Chief Inspector and Examiner (Motor
Vehicles Operation)

Clerk, Junior

Clerk, Principal

Clerk, Senior

Clerk-Bookkeeper, Senior

Clerk-Stenographer

Clerk-Stenographer, Junior

Clerk-Stenographer, Senior

Clerk-Typist, Junior

Examiner of Motor Vehicles Oper-
ation

Office Boy

NATIONAL GUARD

Unclassified

Adjutant

Armorer

Armorer, Assistant

Caretaker

Chauffeur

Custodian

Engineer

Engineer and Helper

Foreman

Inspector and Instruction Clerk

Stableman

Stenographer

Superintendent

Competitive Class

Fireman and Helper

Senior Clerk

*Non-Competitive Class**Character of Services*

Cleaner and Helper

Cleaning, sweeping, dusting,
scrubbing, polishing, etc.

Clerk-Stenographer, Junior

Performing general stenographic
and clerical work

WASHINGTON ROCK PARK COMMISSION

*Unclassified*Commissioners
Secretary

Treasurer

Non-Competitive Class

Grounds Keeper (1)

Character of Services

Keeping, under supervision, lawns, parks and grounds in an orderly and clean condition; preserving order thereon when necessary, etc.

NEW YORK-NEW JERSEY PORT AND HARBOR
DEVELOPMENT COMMISSION

All unclassified

NEW JERSEY STATE PRISON

Unclassified

Managers, Board of

Principal Keeper

*Exempt Class**Reason for Exemption*

Chaplain
Visiting Chaplain
Head Housekeeping Officer

Examination not practicable
Examination not practicable
The incumbent is the wife of the Principal Keeper who is appointed by the Governor. The Principal Keeper is in the unclassified service and an examination for the Head Housekeeping Officer would be impracticable

Resident Physician

Official who must be a physician,
Section XIII (5)

Visiting Physician and Medical Director

Official who must be a physician,
Section XIII (5)

Secretary to Principal Keeper

Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Centre Keeper, Night
Chauffeur
Clerk, Principal
Clerk, Senior
Clerk, Stock
Clerk-Bookkeeper, Senior
Clerk-Stenographer

Marshall, Prison
Officer, Commissary
Officer, Housekeeping
Officer, Identification
Officer, Prison
Officer, Senior Field Parole
Pharmacist

Deputy to Principal Keeper, Chief
Doorkeeper, Prison
Engineman-in-Charge
Instructor-Auto Tag, Supervising
Instructor-Shoemaker, Supervising

Storekeeper
Supervisor of Repairs, Identification and Printing
Teacher, Elementary
Teacher of Occupation Subjects

Non-Competitive Class

Driver and Stableman

Character of Services

Caring for, feeding and driving horses; cleaning horse stables, harness, and horse-drawn vehicles; making minor repairs to such equipment, etc.

PRISON CAMPS

Competitive Class

Deputy, Chief
Guard, Road

Guard, Senior Road

PRISON FARM

Unclassified

Visiting Chaplain

Competitive Class

Deputy, Chief
Farmer, Head

Guard, Road
Guard, Senior Road

PROSECUTORS OF THE PLEAS

Unclassified

Prosecutor

Exempt Class

Private Secretary (Camden County)
Private Secretary and Stenographer
(Union County)
Special Investigator (Hudson County)

Reason for Exemption

Private Secretary to Principal Executive Officer, Section XIII (4)
Private Secretary to Principal Executive Officer, Section XIII (4)
Impracticable to ascertain the qualifications needed for this position through a competitive examination

Competitive Class

Clerk (County Employee)
Clerk, Chief
Clerk, Confidential
Clerk of the Grand Jury

Stenographer, Prosecutor's
Detective
Detective, Assistant
Detectives, Captain of

Clerk, Junior (County Employee)
Law Clerk and Stenographer
Clerk-Stenographer
Stenographer, Grand Jury

Detectives, Chief of
Detective, Italian
Detective, Lieutenant

*Non-Competitive Class**Character of Services*

Clerk to Grand Jury of Union County (1) Performing clerical services

DEPARTMENT OF PUBLIC INSTRUCTION

Unclassified

Assistant for Training Teachers of Home Economics	Instructor for Training Teachers of Agriculture
Assistant for Training Teachers in Trades and Industries	Instructor for Training Teachers of Home Economics
Assistant Supervisor of Agriculture and Instructor for Training Agriculture Teachers	Instructor in Physical Training and Hygiene
Commissioner	Instructor and Director of Training and Hygiene
Commissioner, Assistant	Supervisor of Industrial Education
Instructor	
Instructor of Physical Training	

*Exempt Class**Reason for Exemption*

Female Industrial Education Specialist	Special and peculiar qualifications, as would make a competitive examination impracticable
Secretary to Commissioner of Education	Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Auditor (School Accounts)	Clerk-Stenographer
Chief (Bureau of Credentials)	Clerk-Stenographer, Junior
Chief (Business Division)	Clerk-Stenographer, Senior
Clerk	Clerk-Typist
Clerk, Junior	Clerk-Typist, Junior
Clerk, Senior (Business Division)	Inspector of School Accounts
Clerk, Senior (Credentials)	Inspector, General (School Buildings)
Clerk, Senior (Examinations)	
Clerk-Bookkeeper, Senior	

*Non-Competitive Class**Character of Services*

School Registrar Examiner (11)	Examining School Registers of Students as a basis for prorating the State School Fund
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PUBLIC REPORTS

Unclassified

Commissioner of Reports

*Exempt Class**Reason for Exemption*

Junior Clerk-Stenographer	Secretary to Principal Executive Officer, Section XIII (4)
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BOARD OF PUBLIC UTILITY COMMISSIONERS

Unclassified

Commissioners

*Exempt Class**Reason for Exemption*

Counsel

Examination not practicable. Duties purely legal and requiring qualifications not readily determined by examination

Counsel, Assistant to

Because of the confidential nature of the position and the special knowledge of and experience with certain phases of the operation of the Public Utility Law required of an incumbent of this position

Secretary

Secretary to Board, Section XIII
(3)

Competitive Class

Auditor

Engineer, Chief (Bureau of Utilities)

Chief, Bureau of Railroads

Chief, Division of Statistics and Accounts

Engineer, Assistant Chief (Bureau of Utilities)

Clerk

Engineer, Chief (Division of Bridges and Grade Crossings)

Clerk, Departmental Account

Clerk, Principal

Engineer, Assistant Civil

Clerk-Stenographer

Engineer, Senior Civil

Clerk-Stenographer, Junior

Engineer, Designing Bridge

Clerk-Stenographer, Senior

Engineer, Senior (Gas Plants)

Clerk-Typist, Junior

Inspector of Bridge Construction

Draftsman

Inspector of Bridges and Grade Crossings

Draftsman, Engineering

Engineer, Junior

Inspector of Railroad Equipment

Engineer, Assistant Appraisal

Inspector, Traffic

Engineer, Junior Appraisal

Inspector, Senior Traffic

Engineer, Senior Appraisal

DEPARTMENT OF QUARANTINE

Unclassified

Health Officer

*Non-Competitive Class**Character of Services*

Deputy Health Officer (1)

Examining passengers and crews on vessels for evidence of communicable diseases and other related work

DEPARTMENT OF QUARTERMASTER GENERAL

*Unclassified***Military Storekeeper****Quartermaster General***Exempt Class**Reason for Exemption***Chief (Quartermaster Corps)****Secretary to Principal Executive Officer, Section XIII (4)****Head Clerk****Deputy, Section XIII (1)****Principal Clerk****Clerk of Department, Section XIII (3)***Competitive Class***Clerk****Clerk-Stenographer****Clerk, Principal****Clerk-Stenographer, Junior****Clerk-Bookkeeper****Clerk-Stenographer, Senior****Clerk-Bookkeeper, Senior****Stockhandler (Arsenal)***Non-Competitive Class**Character of Services***Caretaker (1)****Performing the work of cleaning interior or exterior premises, and other related work**

NEW JERSEY REFORMATORY (Rahway)

*Unclassified***Board of Managers****Superintendent***Exempt Class**Reason for Exemption***Clerk-Stenographer****Secretary to Principal Executive Officer, Section XIII (4)****Deputy Superintendent****Deputy or First Assistant, Section XIII (1)***Competitive Class***Clerk****Industrial-Officer, Shoemaker****Clerk, Senior Institutional Account****Industrial-Officer, Tailor****Clerk-Bookkeeper, Principal****Industrial-Officer, Tinsmith****Engineman-in-Charge****Keeper, Centre****Engineman, Officer****Officer, Farm****Farm Manager****Officer, Field Parole****Industrial-Officer, Blacksmith****Officer, Senior Field Parole****Industrial-Officer, Carpenter****Officer, Kitchen****Industrial-Officer, Dairy****Officer, Laundry****Industrial-Officer, Electrician****Officer, Reformatory****Industrial-Officer, Engineman****Storekeeper****Industrial-Officer, Linotype****Teacher, Elementary****Industrial-Officer, Mason****Teacher of Instrumental Music****Industrial-Officer, Painter****Teacher, Principal****Industrial-Officer, Plumber****Visiting Physician and Medical****Industrial-Officer, Pressman****Director**

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Chaplain	Ministering to the religious wants and comfort of the inmates.
Chaplain, Visiting (1)	Ministering to the religious wants and comfort of the inmates at frequent intervals
Chauffeur (1)	Operating and making minor repairs and adjustments; keeping in good condition passenger, or freight motor vehicles, loading and unloading and keeping records, etc.
Dentist (1)	Caring for the teeth of the inmates
Graduate Nurse (1)	Responsible, under the Superintendent, for the general nursing and care of inmates and employes

NEW JERSEY STATE REFORMATORY FOR WOMEN

Unclassified

Managers, Board of Superintendent	Superintendent, Acting
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Visiting Physician	Official who must be a physician. Section XIII (5)

Competitive Class

Clerk-Bookkeeper, Senior	Housekeeping Officer
Clerk, Institutional Account	Housekeeping Officer, Head
Dietitian	Nurse, Graduate
Farmer	Officer, Field Parole
Farmer, Head	Storekeeper
Farm Manager	Superintendent, Assistant to
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Carpenter (1)	Constructing or repairing wooden buildings or wooden parts of other structures; repairing furniture; shingling roofs; supervising the work of Carpenter's Helpers, etc.
Dentist (1)	Caring for the teeth of the inmates
Farm Hand (1)	Performing general farm and garden work, under supervision
Officer, Kitchen (1)	Instructing in the preparation and cooking of foods and canning and drying of vegetables and fruits
Officer, Sewing Room	Sewing and instructing in sewing and mending

Supervisor of Nursing	Directing the work of the Nurses and Attendants for all patients and supervising other Institutional work as assigned
Supervisor, Occupational (1)	Directing and instructing in occupational subjects, such as basketry, crocheting, etc.
Teacher, Elementary (1)	Teaching of elementary school subjects (1st to 8th Grades)
Teacher of Instrumental Music (1)	Teaching of Instrumental Music
Teacher of Occupational Subjects	Teaching of Occupational Subjects such as sewing, cooking, carpentry, etc.
Teacher, Sewing Room (1)	Supervising and instructing in sewing and mending

NEW JERSEY SANITORIUM FOR TUBERCULOUS DISEASES

Unclassified

Board of Managers	Superintendent and Medical Director
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*Exempt Class**Reason for Exemption*

Examining Physician	Official who must be a physician, Section XIII (5)
Junior Resident Physician	Official who must be a physician, Section XIII (5)
Senior Resident Physician	Official who must be a physician, Section XIII (5)

Competitive Class

Carpenter	Engineman-in-Charge
Clerk	Farmer, Head
Clerk-Bookkeeper, Senior	Fireman and Helper
Clerk-Stenographer	Painter
Cook, Head	Steward
Engineman, Assistant	

*Non-Competitive Class**Character of Services*

Attendant (8)	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties
Baker	Being responsible for the preparation and baking of bread, rolls, pastry and other bakery goods, including the supervision of the work of Assistant Bakers

Chauffeur	Operating and making minor repairs and adjustments on and keeping in good condition, passenger, freight or ambulance motor vehicles, loading, unloading and keeping records, etc.
Clerk (1)	Performing, under supervision, prescribed clerical work
Clerk, Institutional Account (1)	Securing prices, preparing requisitions, checking bills, making entries against institutional appropriation accounts, etc.
Clerk, Stock (1)	Receiving, storing, and issuing on approved requisitions, materials, supplies and equipment; assisting in keeping stock records, etc.
Coal Passer	Hauling coal, removing ashes and assisting the firemen in cleaning fires, keeping the boiler-room in order, etc.
Cook	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Deliveryman (1)	Delivering goods from the station and State Purchasing Department to State Institutions, and among the departments of the institutions; hauling coal and ashes, etc; being responsible for teams and machines being used, and to perform other related work as required
Dentist	Caring for the teeth of the patients
Dining Room Maid (3)	Waiting on table, washing dishes keeping the dining room in order, etc.
Dining Room Maid, Senior (1)	Supervising the work of the Dining Room
Dining Room Man (19)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Farm Hand (15)	Performing general farm and garden work, under supervision
Fireman and Helper (1)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.
Helper, Dairyman's (1)	Feeding, cleaning and caring for stock; milking, caring for milk, etc.

Helper, Plumber's and Steamfitter's	Performing the work of apprentice and assisting journeymen in the trades of plumbing and steam-fitting
Housemaid (5)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Houseman (12)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.
Laborer, Institutional (1)	Performing, under supervision, routine unskilled manual labor
Laundry Worker (5)	Performing, under the direction of others, hand or machine laundering
Nurse, Graduate (7)	Performing, under supervision, routine nursing; keeping the necessary clinical and ward records, etc.
Nurse, Head Graduate (1)	Directing and supervising the work of Attendants and Nurses
Photographer, X-Ray (1)	Making exposures on X-Ray plates; arranging X-Ray apparatus and accessories; developing X-Ray plates; making prints from X-Ray negatives, etc.
Storekeeper	Receiving, storing, inspecting and issuing on approved requisitions, materials, supplies and equipment; keeping necessary records and making reports, etc.
Teacher of Occupational Subjects (1)	Teaching of occupational subjects such as sewing, cooking, carpentry, etc.
Watchman (1)	Guarding buildings and other property from fire, theft, or other injury or danger during a definite period or watch; tending fires, etc.

MANUAL TRAINING AND INDUSTRIAL SCHOOL FOR COLORED YOUTH

Unclassified

Principal

Exempt Class

Clerk-Stenographer

Physician, Visiting

Reason for Exemption

Secretary to Principal Executive Officer, Section XIII (4)

Official who must be a physician, Section XIII (5)

Competitive Class

Poultryman

*Non-Competitive Class**Character of Services*

Cook

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Dairyman (1)

Feeding, cleaning and caring for dairy stock; caring for and testing milk

Dining Room Maid, Senior

Assisting dining-room Maids to tables, directing and inspecting their work, etc.

Farm Hand (2)

Performing general farm and garden work, under supervision

NEW JERSEY SCHOOL FOR THE DEAF

Unclassified

Principal, Supervising Superintendent

Supervisor, Assistant (Instructor) Teachers

*Exempt Class**Reason for Exemption*

Visiting Physician

Official who must be a physician, Section XIII (5)

Competitive Class

Baker

Nurse, Graduate

Clerk, Junior

Principal Clerk-Business Manager

Clerk-Bookkeeper

Proofreader and Clerk

Clerk-Stenographer

Storekeeper

Engineman-in-Charge

Supervisor

Housekeeper, Head

Watchman

*Non-Competitive Class**Character of Services*

Attendant (1)

Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties, etc.

Cleaner and Helper (1)

Cleaning, sweeping, dusting, scrubbing, polishing, etc.

Cook (3)

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Dentist (1)	Caring for the teeth of the students
Dining Room Maid (1)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Maid, Senior	Assigning dining-room Maids to tables, directing and inspecting their work, etc.
Housemaid (5)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Laborer, Institutional (2)	Performing, under supervision, routine unskilled manual labor.
Laundry Worker (3)	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior (1)	Supervising the work of the laundry
Oculist (1)	Caring for the eyes of the students
Seamstress (1)	Sewing, making and repairing house linen and clothing
Watchman, Night (1)	Guarding buildings and other property from fire, theft, or other injury or danger during a definite period or watch; tending fires, etc.

STATE NORMAL SCHOOL AT MONTCLAIR

*Exempt Class**Reason for Exemption*

Secretary

Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Clerk, Departmental Account
 Clerk-Stenographer
 Clerk-Stenographer, Junior
 Engineman and Head Janitor

Fireman and Helper
 Head Housekeeper
 Librarian, Departmental

*Non-Competitive Class**Character of Services*

Baker (1)

Being responsible for the preparation and baking of bread, rolls, pastry and other bakery goods, including the supervision of the work of Assistant Bakers

Dining Room Maid (4)

Waiting on table, washing dishes and keeping the dining room in order, etc.

Houseman (3)

Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.

Laborer, Institutional (1)

Performing, under supervision, routine unskilled manual labor

Laundry Worker (3)	Performing, under the direction of others, hand or machine laundering
Lunch Room Maid (1)	Serving of lunch to pupils, assisting with the work of the lunch room, etc.
Lunch Room Maid, Senior (1)	Supervising and directing the work of the lunch room

STATE NORMAL SCHOOL AT NEWARK

Unclassified

Principal

*Exempt Class**Reason for Exemption*

Secretary

Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Cleaner and Helper
Clerk, Departmental Account
Engineman and Head Janitor
Fireman and Helper

Janitor
Librarian, Departmental
Librarian, Junior

*Non-Competitive Class**Character of Services*

Examining Physician (1)

Making physical examinations of Pupils in State Normal School

STATE NORMAL SCHOOL AT TRENTON

*Exempt Class**Reason for Exemption*

Secretary

Secretary to Principal Executive Officer, Section XIII (4)

Visiting Physician

Official who must be a physician, Section XIII (5)

Competitive Class

Baker
Carpenter
Cleaner and Helper
Clerk-Bookkeeper
Clerk-Bookkeeper, Principal
Engineman, Assistant

Engineman-in-Charge
Fireman and Helper
Janitor
Janitor, Head
Office Boy
Principal Clerk-Business Manager

*Non-Competitive Class**Character of Services*

Baker, Assistant

Assisting in preparation of baked foods, regulating fires in ovens, operating and cleaning baking equipment

Cleaner and Helper (3)	Cleaning, sweeping, dusting, scrubbing, polishing, etc.
Clerk, Stock (1)	Receiving, storing, and issuing on approved requisitions materials, supplies and equipment; assisting in keeping stock records, etc.
Coal Passer (1)	Hauling coal, removing ashes and assisting the firemen in cleaning fires, keeping the boiler-room in order, etc.
Cook (2)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Cook, Head (1)	Assuming direction of all of the preparation of food; preparing special diets; having charge of food supplies and accounting for same, etc.
Dining Room Maid (9)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Man (1)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Housekeeper (1)	Performing general housework, including the care and maintenance of a definitely assigned portion or division
Housekeeper, Head (1)	Directing all of the housework
Housekeeper, Senior (1)	Being responsible for all of the housework
Housemaid (9)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Laundry Worker (6)	Performing, under the direction of others, hand or machine laundering
Lunch Room Helper (1)	Assisting with the serving of lunch to pupils and with the work of the lunch room
Nurse, Graduate	Performing nursing work incidental to the comfort and safety of the students
Porter	Moving, storing and having custody of trunks and other baggage, and performing other domestic work as assigned
Usher (1)	Performing, under supervision, simple routine office work in a State Institution, and which may involve the performance of simple household duties as assigned

SUMMER SCHOOL AT COLLINGSWOOD

Unclassified

Instructor	Principal
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Clerk	<i>Competitive Class</i>
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SUMMER SCHOOL AT NEWTON

Unclassified

Instructor	Principal
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Clerk	<i>Competitive Class</i>
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SUMMER SCHOOL AT OCEAN CITY

Unclassified

Instructor	Principal
Lecturer	

Clerk	<i>Competitive Class</i>
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SECRETARY OF STATE

Unclassified

Secretary of State	Assistant Secretary of State
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	<i>Competitive Class</i>
Clerk	Clerk-Stenographer
Chief Clerk	Clerk-Stenographer, Junior
Chief Clerk, Assistant to	Clerk-Stenographer, Senior
Clerk, Senior	Clerk-Typist
Clerk, Vault, Supply and Election	Office Boy
Commission Clerk and Engrosser	Principal Archivist and Genealogist
Clerk-Bookkeeper, Senior	

STATE HOUSE COMMISSION

Unclassified

Governor	State Purchasing Agent
State Comptroller	State Treasurer

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Custodian	The position was exempted in view of an opinion from the Attorney General (September 14th, 1914)

Competitive Class

Attendant, Visitors	Elevator Operator, Senior
Cabinet Maker	Engineman-in-Charge
Caretaker	Examiner of Printing
Carpenter	Fireman and Helper
Chauffeur	Janitor
Cleaner and Helper	Janitor, Head
Clerk, Guide and Information	Mason
Clerk, Mail	Messenger to Governor
Clerk, Vault and Shipping	Telegraph Operator
Clerk-Bookkeeper, Junior	Telephone Operator
Electrician	Telephone Operator, Senior
Elevator Operator	Watchman

STATE HOUSE COMMISSION
(Purchasing Department)

*Unclassified***Purchasing Agent***Competitive Class*

Assistant Purchasing Agent	Clerk, Senior Statistical
Auditor	Clerk-Bookkeeper, Junior
Chauffeur	Clerk-Stenographer
Clerk	Clerk-Typist
Clerk, Departmental Account	Examiner of Printing
Clerk, File	Manager, Traffic and Stores
Clerk, Statistical	Office Boy

COUNTY BOARDS OF TAXATION*Unclassified***Members of Board****Secretary**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Private Secretary to President of Passaic County Board	Private Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Clerk	Messenger
Clerk, Chief	Stenographer
Clerk, Deputy	

*Non-Competitive Class***Stenographer (Bergen County)***Character of Services*

Performing general stenographic work

BOARD OF TAXES AND ASSESSMENTS*Unclassified***Members of Board**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary	Secretary of Board, Section XIII (3)

Competitive Class

Clerk	Draftsman
Clerk, Principal	Draftsman, Engineering
Clerk, Assistant Corporation Tax	Engineer, Chief
Clerk, Head Corporation Tax	Engineer, Assistant Civil
Clerk, Principal Corporation Tax	Engineer, Senior Civil
Clerk-Stenographer, Senior	Rodman
Clerk-Stenographer	Secretary, Field
Clerk-Typist	

BOARD OF TENEMENT HOUSE SUPERVISION*Unclassified***Members of Board**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary and Executive Officer	Secretary of Board, Section XIII (3)

Competitive Class

Clerk	Clerk-Stenographer, Senior
Clerk, Departmental Account	Examiner, Plan
Clerk, Principal	Inspector, Tenement House
Clerk (Tenement House Supervision)	Inspector, Chief Tenement House
Clerk, Senior (Tenement House Supervision)	Tenement House Inspector and Photographer
Clerk-Stenographer, Junior	

STATE TREASURER*Unclassified***Commissioner of Municipal Accounts Treasurer**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chief Clerk (Municipal Accounts)	Secretary to Principal Executive Officer, Section XIII (4)
Principal School Fund Clerk	Clerk to Principal Executive Offi- cer, Section XIII (4)

Competitive Class

Auditor	Clerk-Bookkeeper, Principal
Auditor, Traveling	Clerk-Bookkeeper, Senior
Cashier	Clerk-Stenographer
Clerk	Clerk-Stenographer, Junior
Clerk, Junior	Clerk-Stenographer, Senior
Clerk, Senior	Clerk-Typist, Junior
Clerk-Bookkeeper, Head	Messenger, Bank

BOARD OF TRUSTEES OF TEACHERS' RETIREMENT FUND*Unclassified***Secretary****Board of Trustees***Exempt Class**Reason for Exemption*

Assistant to Secretary (Teachers' Retirement Fund)	The position was exempted on the ground that a Civil Service competitive examination is impracticable for the reason that the duties of the position are involved in a personal knowledge, which is possessed by the temporary occupant, of the Teachers' Retirement Fund, its history, acquaintance with the beneficiaries, and the fund's operation from the outset
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Competitive Class

Clerk
Clerk, Junior

Clerk-Stenographer
Clerk-Typist, Junior

DEPARTMENT OF WEIGHTS AND MEASURES*Unclassified***Superintendent***Competitive Class*

Assistant Superintendent of Weights and Measures	Principal Clerk and Secretary
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BERGEN COUNTY

The Civil Service Act was adopted in the County of Bergen by referendum vote, the method prescribed by law, on November 7, 1916.

DEPARTMENT OF AGRICULTURE

Unclassified

Specialist in Home Economics

Superintendent of Farm Demonstration

Competitive Class

Clerk-Stenographer

COUNTY CLERK

Unclassified

County Clerk

Exempt Class

Deputy County Clerk

Reason for Exemption

Deputy or first assistant, Section XIII (1)

Competitive Class

Clerk

Clerk, Principal

Clerk, Abstract

Clerk-Bookkeeper, Principal

Clerk, Chief Registry

Clerk-Stenographer, Senior

Clerk, Index

Clerk-Typist

Clerk, Naturalization

Clerk-Typist, Junior

COUNTY ENGINEER

Unclassified

County Engineer

Competitive Class

Clerk-Stenographer

Engineer of Highways

Draftsman, Senior

Highway Construction Inspector

Engineer, Junior

Rodman

Non-Competitive Class

Engineering Assistant (1)

Character of Services

Performing under supervision simple routine engineering tasks in the office or field

BOARD OF CHOSEN FREEHOLDERS

Unclassified

Clerk of Board of Freeholders	County Physician
Commissioner of Lunacy	Freeholders
County Collector	Superintendent of Weights and Measures
County Counsel	

*Exempt Class**Reason for Exemption*

Jail Physician	Official who must of necessity be a physician, Section XIII (5)
Junior Clerk-Stenographer (County Counsel)	Stenographer to Principal Executive Officer, Section XIII (4)

Competitive Class

Bridge Attendant	Custodian
Bridge Superintendent	Elevator Operator
Chauffeur	Engineman, Drawbridge
Clerk (Co. Collector), Head	Garage Helper
Clerk-Stenographer	Manager, County Garage
Clerk-Stenographer, Junior (County Collector)	Traffic Officer.
Clerk-Stenographer, Senior	Watchman
	Watchman, Assistant

*Non-Competitive Class**Character of Services*

Assistant Janitress (2)	Cleaning, Scrubbing, etc.
Watchman, Assistant (1)	Relieving regular incumbent at County Building and Garage

Labor Class

Laborer

BERGEN COUNTY HOME

Competitive Class

Farmer	Superintendent, Assistant (Alms-house)
Matron (Alms-house)	
Superintendent (Alms-house)	

*Non-Competitive Class**Character of Services*

Matron, Assistant (1)	Performing housework, preparing meals, etc.
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ISOLATION HOSPITAL

*Exempt Class**Reason for Exemption*

Resident Physician and Bacteriologist	Official who must of necessity be a physician, Section XIII (5)
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Competitive Class

Chauffeur

Non-Competitive Class

Cook (1)

Character of Services

Assuming entire direction of all cooking; receiving and handling food supplies and incidental work

Fireman and Helper (2)

Taking care of and cleaning boilers, pumps, etc.

Housemaid (1)

Performing, under supervision, routine domestic tasks, etc.

Laundry Worker (1)

Performing the more difficult or responsible work

Nurse (1)

Performing, under supervision, routine nursing

Supervisor of Nursing

Directing work of nurses and attendants

MOSQUITO EXTERMINATION COMMISSION

Competitive Class

Assistant Foreman (Mosquito Ex-termination)

Clerk-Stenographer, Junior

District Inspector

Junior Engineer

Superintendent

Labor Class

Laborer

COUNTY ROADS

Unclassified

Supervisor of Roads

Competitive Class

Chauffeur

Foreman Road Construction

Clerk

Foreman Road Construction, Assistant

Clerk-Stenographer, Senior

Engineer of Highway, Assistant

Highway Construction Inspector

Engineer, Junior

Rodman

Engineman, Steam Roller

Traffic Officer

Labor Class

Laborer

SHERIFF'S OFFICE

Unclassified

Sheriff

Exempt Class

Under Sheriff

Reason for Exemption

First Assistant or Deputy, Section XIII (1)

Competitive Class

Clerk-Bookkeeper
 Clerk-Stenographer
 Court Attendant

Deputy Sheriff
 Guard (Jail)
 Head Keeper

SINKING FUND COMMISSION

Unclassified

Secretary

SURROGATE

Unclassified

Surrogate

*Exempt Class**Reason for Exemption*

Deputy Surrogate

Deputy or first assistant, Section
 XIII (1)

Competitive Class

Clerk
 Clerk, Index
 Clerk-Stenographer

Clerk-Stenographer, Junior
 Clerk-Typist

ESSEX COUNTY

The Civil Service Act was adopted in the County of Essex by referendum vote, the method prescribed by law, on November 8, 1910.

SOUTH ORANGE AVENUE ASYLUM

Competitive Class

Watchman

COUNTY AUDITOR'S OFFICE

Unclassified

County Auditor

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to County Auditor	Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Clerk

BELLEVILLE FREE BRIDGE*Competitive Class*

Attendant

Engineer

BRIDGE STREET FREE BRIDGE*Competitive Class*Attendant
EngineerInspector
Superintendent**CLAY STREET FREE BRIDGE***Competitive Class*Attendant
Engineer

Superintendent

JACKSON STREET FREE BRIDGE*Competitive Class*Attendant
Engineer

Superintendent

NUTLEY FREE BRIDGE*Competitive Class*

Attendant

PUBLIC BUILDINGS*Competitive Class*

Inspector of Public Buildings

COUNTY CLERK'S OFFICE*Unclassified***County Clerk***Exempt Class**Reason for Exemption***Deputy County Clerk**Deputy to Principal Executive
Officer, Section XIII (1)**Secretary to County Clerk**Secretary to Principal Executive
Officer, Section XIII (4)*Competitive Class***Bookkeeper**Clerk, First Assistant (Circuit
Court)**Clerk**Clerk, First Assistant (Criminal
Court)**Clerk (Circuit Court)****Clerk, Assistant****Clerk, Assistant Naturalization****Clerk, Chief (Criminal Court)****Clerk, Chief Office****Clerk, Deputy Naturalization****Clerk, Docket****Clerk, Document**Clerk, Second Assistant (Criminal
Court)

Copyist

Recorder

COUNTY COLLECTOR*Unclassified***County Collector***Exempt Class**Reason for Exemption***Private Secretary to County Col-
lector**Secretary to Principal Executive
Officer, Section XIII (4)*Competitive Class***Clerk****COUNTY COUNSEL***Unclassified***County Counsel***Exempt Class**Reason for Exemption***County Attorney****County Counsel, Assistant****Secretary**

Legal Assistant, Section XIII (2)

Legal Assistant, Section XIII (2)

Secretary to Principal Executive
Officer, Section XIII (4)*Competitive Class***Law Librarian**

Law Stenographer

COURT HOUSE EMPLOYEES

Competitive Class

Carpenter	Fireman
Center Man	Porter
Cleaner	Stewardess
Cleaner, Cuspidor	Superintendent
Elevator Attendant	Telephone Operator
Engineer	Utilityman
Engineer, Assistant	Watchman
Engineer, Steam and Electrical	

Labor Class

Charwoman	Utility Woman
Laborer	Washwoman

BOARD OF ELECTIONS

Unclassified

Member of Board

Exempt Class

Clerk

Reason for Exemption

Clerk of Board, Section XIII (3)

Competitive Class

Stenographer and Typewriter

COUNTY ENGINEER

Unclassified

County Engineer

Competitive Class

Draughtsman	Levelman
Engineer, Assistant	Rodman
Engineer, Assistant County	Transitman
Engineer, Second Assistant County	Secretary to County Engineer
Inspector, Grade A	

Labor Class

Laborer

BOARD OF FREEHOLDERS

Unclassified

Clerk to Board

Competitive Class

Chauffeur	Clerk, Deputy
Clerk and Stenographer, Assistant	

HOUSE OF DETENTION

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Physician	Official who must be a physician Section XIII (5)
<i>Competitive Class</i>	
Guard	Matron
Janitor	Superintendent
Juvenile Instructor	Superintendent, Assistant
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Matron, Assistant (2)	Performing general household duties under the direction of the Matron
Cook (1)	Preparing food for table use

HOSPITAL FOR CONTAGIOUS DISEASES

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Interne	Official who must be a physician Section XIII (5)
Physician, Assistant	Official who must be a physician Section XIII (5)
Superintendent	Official who must be a physician Section XIII (5)
Superintendent, Assistant	Official who must be a physician Section XIII (5)
<i>Competitive Class</i>	
Carpenter	Laundry Man, Assistant
Chauffeur	Matron and Head Nurse
Chauffeur, Assistant	Matron and Head Nurse, Assistant
Clerk	ant
Clerk of Hospital and Secretary to Board	Nurse (Head) and Matron, Assistant
Clerk, Stock	ant
Engineer	Nurse, Supervising
Engineer, Assistant	Pathologist
Fire Foreman	Pharmacist
Fireman	Telephone Operator
Inspector	Utilityman
Laundry Man	Watchman

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Ambulance Driver	Driving horse ambulance
Assistant in Laboratory	Helping in Laboratory
Butcher (1)	Having charge of meat
Chambermaid (4)	Taking care of rooms
Cleaner	Cleaning, scrubbing, etc.
Coal Passer	Hauling coal, removing ashes, assisting firemen, etc.

Cook	Preparing food for patients, employes, etc.
Day Worker (1)	Doing miscellaneous work by the day
Hall Man	Taking care of halls
Housekeeper	Performing general housework
Kitchen Help (2)	Assisting in preparation of meals, washing dishes, etc.
Laundry Help (5)	Performing laundry work under the supervision of the Laundry Man
Nurse (22)	Performing routine ministrations to the comfort and well-being of the sick
Orderly (7)	Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving of furniture, etc.
Scrub Woman (1)	Scrubbing, etc.
Seamstress (1)	Sewing and mending
Waitress (4)	Waiting on table, keeping the dining room in order, etc.
Ward Maid (5)	Cleaning, etc.

Labor Class

Laborer

HOSPITAL FOR INSANE

Unclassified

Warden

*Exempt Class**Reason for Exemption*

Field Worker

Inasmuch as this position called for special and peculiar qualifications, so that a Civil Service examination would be impracticable

Medical Director

Official who must be a physician
Section XIII (5)

Medical Interne

Official who must be a physician
Section XIII (5)

Physician, Assistant

Official who must be a physician
Section XIII (5)

Secretary to the Warden

Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Baker

Fire Patrol

Baker, Assistant

Florist

Bookkeeper, Assistant

Foreman of Barn

Butcher

Foreman of Farm

Cabinet Maker

Gardener

Carpenter
 Carpenter, Assistant
 Chef
 Clerk
 Clerk, Assistant Stock
 Clerk, Medical Record
 Clerk, Stock
 Copyist, Typewriter
 Druggist, Assistant
 Electrician
 Electrician, Assistant
 Engineer
 Engineer, Assistant
 Engineer at Ice Plant, Steam
 Engineer at Pumping Station
 Engineer, Assistant Chief
 Engineer, Chief
 Engineer, Steam
 Engineer, Steam and Electrical
 Fireman
 Fireman, Assistant
 Fireman's Helper

Housekeeper
 Laundryman, Chief
 Matron
 Mattress Maker
 Official Messenger
 Painter
 Pharmacist
 Physician and Pathologist, Assistant
 Plumber
 Steamfitter
 Steward
 Superintendent
 Superintendent, Farm
 Superintendent of Laborers
 Superintendent, Plant
 Supervisor
 Supervisor, Assistant
 Teacher
 Telephone Operator
 Typewriter
 Watchman

Non-Competitive Class

Assorter, Laundry
 Attendant (108)

Attendant, Laboratory (3)

Caretaker, Home (3)
 Cook (14)
 Copyist (1)
 Fireman, Kitchen (2)

Help, Kitchen

Help, Laundry (15)

Help, Plumber's (1)

Helper, Electrician's

Helper, Steamfitter's (1)

Housekeeper (2)
 Messenger, Kitchen (24)
 Maid, Ward
 Nurse (100)

Character of Services

Having charge of linen room
 Performing ministrations to the comfort and well-being of the patients
 Performing, under supervision, general laboratory work
 Taking care of Home
 Preparing food for table use
 Copying and general office work
 Taking care of fire, carrying coal, removing ashes, etc.
 Assisting in the preparation of meals, washing dishes, etc.
 Performing laundry work under the supervision of the Laundry Man
 Performing the work of apprentice and assisting journeymen in the trade of plumbing
 Performing the work of apprentice and assisting journeymen in the trade
 Performing the work of apprentice and assisting journeymen in the trade of steamfitting
 Performing general housework
 Conveying food
 Keeping wards clean
 Performing, under supervision, routine nursing, keeping clinical and ward records, etc.

Nurse, Charge (5)	Performing routine nursing, keeping clinical and ward records, etc.
Orderly	Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving furniture, etc.
Seamstress (7)	Sewing, making and repairing house linen and clothing
Waiter	Waiting on table, keeping dining room in order, etc.
Waitress (13)	Waiting on table, keeping dining room in order, etc.
Waitress, Charge (5)	Waiting on table, keeping dining room in order, etc.
Waitress, Head	Waiting on table, keeping dining room in order, etc.
Waitress, Special	Waiting on table, keeping dining room in order, etc.

Labor Class

Driver	Laborer and Watchman
Farm Hand	Teamster
Laborer	

JAIL*Exempt Class**Reason for Exemption*

Physician	Official who must be a physician Section XIII (5)
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Competitive Class

Attendant, Elevator	Keeper
Clerk	Matron
Engineer	Sterilizer and Laundryman
Fireman	Warden
Guard (Female)	Warden, Deputy

*Non-Competitive Class**Character of Services*

Cook (1)	Preparing food for table use
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ESSEX AND HUDSON LINCOLN HIGHWAY AND BRIDGES*Competitive Class*

Attendant	Foreman, Road
Captain	Guard, Traffic
Engineer	Inspector
Engineer, Assistant	Roadman
Engineer, Chief	Superintendent

Labor Class

Basin Cleaner	Laborer
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MOSQUITO EXTERMINATION COMMISSION

Unclassified

Commissioner

*Exempt Class**Reason for Exemption*

Secretary

Secretary to Commission, Section
XIII (3)*Competitive Class*

Carpenter

Inspector, Chief

Engineer, Consulting

Inspector, Assistant Chief

Foreman

Inspector, Deputy Chief

Foreman, Labor

Inspector of Dumps

Foreman, Assistant Labor

Inspector of Meadows

Foreman of Sewer Catch Basin

Stenographer

Oiling

Supervisor, Field

Inspector

Utilityman

*Non-Competitive Class**Character of Services*

Chauffeur-Mechanic

Working as Chauffeur and Me-
chanic about three months each
year*Labor Class*

Laborer

BOARD OF TRUSTEES OF THE PARENTAL SCHOOL

*Unclassified*Assistant to the Secretary
Secretary

Superintendent

PENITENTIARY

Unclassified

Warden

*Exempt Class**Reason for Exemption*

Physician

Official who must be a physician
Section XIII (5)

Secretary

Secretary to Principal Executive
Officer Section XIII (4)*Competitive Class*

Captain, Yard

Keeper

Chef and Guard

Keeper and Instructor in Printing

Centre Man

Matron

Centre Man, Assistant

Matron, Assistant

Druggist

Steward

Engineer, Assistant

Superintendent

Engineer, Chief

Warden, Deputy

Engineer, Steam and Electrical

Watchman, Night

Gardener

Tailor and Guard

Instructor, Shoe Department

COUNTY PHYSICIAN

Unclassified

County Physician

PURCHASING DEPARTMENT

Unclassified

Superintendent of Purchasing Department

*Exempt Class**Reason for Exemption*

Secretary

Secretary to Principal Executive Officer, Section XIII (4)

REGISTER OF DEEDS AND MORTGAGES

Unclassified

Register

*Exempt Class**Reason for Exemption*

Deputy Register

Deputy of Principal Executive Officer, Section XIII (1)

*Competitive Class*Clerk
Clerk and Bookkeeper, Head
Comparer
CopyistCustodian
Indexer
Indexer, Assistant

ROADS AND ASSESSMENTS

Unclassified

Supervisor

*Competitive Class*Chauffeur
Clerk
Driver
Engineer on Steam RollersForeman
Inspector
Superintendent*Non-Competitive Class**Character of Services*

Traffic Enumerator (1)

Keeping record of traffic

*Labor Class*Driver
Horse and Cart
LaborerRoad Patrolman
Teamster
Watchman on Steam Roller

ESSEX MOUNTAIN SANITORIUM

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Interne	Official who must be a physician Section XIII (5)
Physician, Resident	Official who must be a physician Section XIII (5)
Secretary	Secretary to Principal Executive Officer, Section XIII (4)
Superintendent, Medical	Official who must be a physician Section XIII (5)
<i>Competitive Class</i>	<i>Character of Services</i>
Chauffeur	Nurse
Clerk	Nurse, Matron and Dietitian, Head
Engineer	Storekeeper
Matron	Watchman
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Cook (1)	Preparing food for table use
Cook, Assistant	Assisting with the preparation of food
Kitchen Helper	Assisting in the preparation of meals, washing dishes, etc.
Laboratory Helper (1)	Performing minor work in connec- tion with the laboratory tests
Laundress	Performing hand or machine laun- dery
Laundry Helper (2)	Assisting with the work of the laundry
Laundress, Assistant (1)	Assisting with the work of the laundry
Maid (8)	Performing general housework
Orderly (1)	Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and mov- ing furniture, etc.
Orderly, Head (1)	Directing and supervising the work of orderlies
Outside Man	Performing odd jobs
Stableman (1)	Cleaning horse stables, harness and horse-drawn vehicles, etc.
Waiter (2)	Waiting on table, keeping the din- ing room in order, etc.
Waitress (2)	Waiting on table, keeping the din- ing room in order, etc.
Watchman, Night (1)	Guarding public buildings, tend- ing furnace fires, etc.
<i>Labor Class</i>	
Laborer	

SHERIFF'S OFFICE*Unclassified***Sheriff**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Legal Assistant and Counselor Private Secretary	Legal Assistant, Section XIII (2) Secretary to Principal Executive Officer, Section XIII (4)
Under Sheriff	Because of the peculiarly confidential character of the work and of the multiplicity of duties involved, a Civil Service examination is impracticable
Under Sheriff and First Assistant	Deputy or First Assistant of Principal Executive Officer Section XIII (1)

Competitive Class

Chauffeur	Chief Inspector
Clerk	Stenographer
Copyist, Typewriter	Under Sheriff
Court Attendant	

SOLDIERS' BURIALS

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Superintendent	Having charge of burials

SURROGATE'S OFFICE*Unclassified***Surrogate**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary, Private	Secretary to Executive Officer Section XIII (4)
Surrogate, Deputy	Deputy of Principal Executive Officer Section XIII (1)

Competitive Class

Cashier and Accountant	Clerk and Custodian of Vaults
Clerk	Clerk, Probate
Copyist, Typewriter	Stenographer to Surrogate and
Clerk, Administration	Correspondence Clerk

WEIGHTS AND MEASURES*Unclassified***Superintendent***Exempt Class**Reason for Exemption*

Secretary to Superintendent of Weights and Measures	Secretary to Principal Executive Officer Section XIII (4)
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*Competitive Class***Assistant Superintendent****HUDSON COUNTY**

The Civil Service Act was adopted in the County of Hudson by referendum vote, the method prescribed by law on November 7, 1911.

ALMSHOUSE*Unclassified***Warden, Indigent Hospital****Superintendent***Exempt Class**Reason for Exemption***Physician****Official who must be a physician
Section XIII (5)****Secretary to Superintendent****Secretary to Principal Executive
Officer, Section XIII (4)***Competitive Class***Attendant (\$1,242 per year)****Laundryman****Attendant, Night****Matron****Barber****Matron, Assistant****Butcher****Plumber****Clerk****Superintendent, Assistant****Cook****Superintendent, Deputy****Druggist****Superintendent, Assistant Deputy****Engineer****Watchman****Fireman***Non-Competitive Class**Character of Services***Attendant (14)
(\$780 per year)****Performing ministrations to the
comfort and well-being of the
inmates****Cutter (1)****Cutting material for clothing**

Nurse (1)	Performing ministrations to the comfort and well-being of the sick.
Orderly, Indigent Hospital	Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving of furniture, etc.
Utilityman, Indigent Hospital (2)	Performing odd jobs

ASYLUM

Unclassified

Superintendent, Medical	Warden
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Physician, Resident	Official who must be a physician Section XIII (5)
Physician, Visiting	Official who must be a physician Section XIII (5)
Secretary to Medical Superintendent	Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Attendant (Male)	Farmer
Attendant, Chief Day	Fireman
Attendant, Assistant Chief Day	Laundress
Attendant, Chief Night	Laundryman
Barber	Matron
Clerk	Matron, Assistant
Cook	Stenographer and Clerk
Engineer	

*Non-Competitive Class**Character of Services*

Attendant (Female) (20)	Performing ministrations to the comfort and well-being of the inmates
Laundress, Assistant (1)	Helping with the work in the laundry
Seamstress (1)	Sewing and mending
Utilityman (2)	Performing odd jobs
Waitress (1)	Waiting on table and keeping the dining room in order

HUDSON COUNTY BOULEVARD

*Exempt Class**Reason for Exemption*

Private Secretary to President	Secretary to Principal Executive Officer, Section XIII (4)
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Competitive Class

Captain	Inspector of Permits
Caretaker of Trees	Inspector of Sidewalk Repairs

Chauffeur
 Chief of Police
 Clerk
 Clerk, Assistant
 Doorman
 Engineer
 Engineer, Dynamo
 Engineer, Steam Roller
 Fireman
 Flagger
 Foreman of Laborers
 Foreman of Linemen
 Foreman of Road Repairs
 Inspector of General Contracts

Lamp Repairer
 Lamp Trimmer
 Lineman
 Lineman's Helper
 Lieutenant of Police Force
 Mechanician
 Patrolman of Police Force
 Stenographer and Bookkeeper
 Superintendent
 Superintendent, Assistant
 Superintendent of Lighting Plant
 Supervisor of Lamps
 Timekeeper, General

Labor Class

Cartman
 Cleaner, Basin
 Driver, Line Wagon

Laborer
 Teamster

BELLEVILLE BRIDGE

Competitive Class

Attendant
 Engineer

Superintendent

BRIDGE STREET BRIDGE

Competitive Class

Attendant
 Engineer

Superintendent

CLAY STREET BRIDGE

Competitive Class

Attendant
 Engineer

Superintendent

FOURTH STREET BRIDGE

Competitive Class

Attendant
 Engineer

Superintendent

NEWARK AVENUE BRIDGE

Competitive Class

Attendant
 Engineer

Engineer, Chief
 Superintendent

PATERSON PLANK ROAD BRIDGE

Competitive Class

Attendant
 Electrician

Superintendent

Labor Class

Basin Cleaner

COUNTY CLERK

Unclassified

County Clerk

Exempt Class

Deputy County Clerk

Reason for Exemption

Deputy of Principal Executive Officer, Section XIII (1)

Competitive Class

Clerk	Clerk, Mechanics' Lien and General
Clerk, Ancient Records and General	Clerk, Messenger and General
Clerk, Assistant Bookkeeper and General	Clerk, Miscellaneous, Elections and General
Clerk, Assistant Enrollment, Proceedings Cost and General	Clerk, Naturalization and General
Clerk, Assistant Vault Clerk—Current Records and General	Clerk, Quarter Sessions Clerk—Part I and General
Clerk, Building Contracts and General	Clerk, Quarter Sessions Clerk—Part II and General
Clerk, Chief	Clerk, Recognizance and General
Clerk, Circuit Court and General	Clerk, Recording and General
Clerk, Comparing and General	Clerk, Retranscribing
Clerk, Corporation Index and General	Clerk, Supreme Court Circuit and General
Clerk, Current Records, General	Clerk, Township Taxes, Assistant Costs and General
Clerk, Docket Judgment—Common Pleas Docket and General	Clerk, Vault Clerk and General
Clerk, Enrollment Proceedings Cost and General	Clerk, Vault Clerk—Current Records and General
Clerk, Lusk Index and General	

COUNTY COLLECTOR

Unclassified

County Collector

Competitive Class

Clerk

NEW COURT HOUSE AND POWER HOUSE

Competitive Class

Carpenter	Helper, Machinist's
Cleaner, Window	Janitor
Cleaner, Vacuum	Keeper, Ground
Cleaners, Foreman of Vacuum	Keeper, Supervising Ground
Clerk to Superintendent	Lawn Man
Custodian	Matron
Dynamo Man	Operator, Telephone
Electrician	Porter
Electrician's Assistant	Porter, Assistant
Electrician, Chief	Stewardess
Elevatorman	Stewardess, Assistant
Engineer	Superintendent
Engineer, Chief	Utilityman
Fireman	Watchman
Hall Man	

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Cook	Preparing for table use foods and vegetables
Cuspidor Cleaner (2)	Cleaning cuspidors

Labor Class

Woman Cleaner

BOARD OF ELECTIONS

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chief Clerk	Secretary to Board, Section XIII (3)
Clerk	Clerk and Messenger, Assistant
Clerk, First Assistant	

Competitive Class

GENERAL

Unclassified

Clerk, Board of Freeholders	Superintendent of Soldiers' and Sailors' Burials
Commissioner in Lunacy	Superintendent of Weights and Measures, County
Counsel, County	Supervisor, County
Engineer, County	Supervisor of State Roads
Physician, County	
Storekeeper, General	

*Exempt Class**Reason for Exemption*

Attorney, County	Legal Assistant, Section XIII (2)
Chaplain, County Farm	Examination is impracticable
Counsel, Assistant County	Legal Assistant, Section XIII (2)
Physician, Visiting	Official who must be a physician
Secretary to the County Engineer	Section XIII (5)
Secretary to County Physician	Secretary to Executive Officer
Secretary to Superintendent of Weights and Measures	Section XIII (4)
Secretary to Supervisor, Private	Secretary to Executive Officer
	Section XIII (4)
	Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Bookbinder, Court House	Engineer, Field
Bookbinder, Court House, Assistant	Draughtsman, County Engineer
Chauffeur to County Supervisor	Inspector, Lamp
Chauffeur in Engineering Department	Inspector of Improvements
Clerk, Board of Freeholders, Assistant	Instrument-man
	Investigator, County
	Office Boy

Clerk, Index
 Clerk in Engineer's Office
 Clerk, Locality Search
 Clerk, Map
 Clerk of the Works
 Clerk, Record (County Physician's Office)

Physician, Assistant County Rodman
 Superintendent, County
 Superintendent of Weights and Measures, Assistant

Non-Competitive Class

Driver, County Stables (1)
 Utilityman (1)

Character of Services

Caring for and driving horses
 Performing odd jobs

BOARD OF HEALTH AND VITAL STATISTICS

Exempt Class

Counsel

Reason for Exemption

The position necessarily calls for a lawyer, and the duties are of such a nature as to make a Civil Service Examination impracticable

Competitive Class

Bacteriologist
 Bacteriologist, Assistant
 Clerk
 Clerk, Assistant

Helper in Laboratory
 Inspector, Health
 Matron of Contagious Disease Hospital

Labor Class

Cleaner

TUBERCULOSIS HOSPITAL AND SANATORIUM

Unclassified

Warden

Exempt Class

Director, Medical
 Physician, Attending
 Physician, Clinic
 Supervisor of Clinics

Reason for Exemption

Official who must be a physician Section XIII (5)
 Official who must be a physician Section XIII (5)
 Official who must be a physician Section XIII (5)
 Official who must be a physician Section XIII (5)

Competitive Class

Attendant (Male)
 Chauffeur
 Chef
 Engineer
 Fireman
 Laundryman
 Nurse, Clinic

Stenographer
 Storekeeper
 Superintendent of Nurses
 Superintendent of Nurses, Night
 Superintendent of Clinic Nurses
 Superintendent of Office Nurses
 Watchman, Night

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Attendant (Female) (15)	Performing ministrations to the comfort and well-being of the patients
Cleaner at Clinic (1)	Cleaning, scrubbing, dusting, etc.
Cook	Preparing for table use foods and vegetables
Driver (1)	Driving horses
Helper, Laundryman's (2)	Helping with the work in the laundry
Housekeeper, Visiting	Supervising and directing the housework
Nurse (3)	Performing ministrations to the comfort and well-being of the sick
Nurse, Office (4)	Taking and keeping the records of patients
Orderly (3)	Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving furniture, etc.
Porter (2)	Cleaning, etc.
Seamstress	Sewing and mending
Surgeon, Dental	Performing general Dental work

Labor Class

Cleaner (\$3.60 per diem)

COUNTY JAIL

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chaplain	Examination is impracticable

Competitive Class

Attendant	Keeper
Bookkeeper	Matron
Clerk	Warden
Commissary	Warden, Deputy
Cook	Watchman

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Matron, Assistant (1)	Assisting with the work of the matron
Organist (2)	Playing organ during services, etc.
Utilityman (1)	Performing odd jobs

ESSEX AND HUDSON LINCOLN HIGHWAY AND BRIDGES*Competitive Class*

Bridgeman
Engineer
Engineer, Chief
Foreman—Roadman

Guard, Traffic
Inspector
Roadman
Superintendent

Labor Class

Basin Cleaner

Driver

MECHANICS AND BAKERS*Unclassified*

Superintendent of Public Works

Competitive Class

Arboriculturist
Baker
Blacksmith
Boiler Maker
Carpenter
Chauffeur
Electrician
Fire Custodian
Fire Marshall
Helper
Lamp Trimmer

Machinist
Mason
Mechanic, General
Painter
Plasterer
Plumber
Quarryman
Steam Fitter
Superintendent, Assistant County
Tinsmith

Non-Competitive Class

Utilityman (3)

Character of Services

Performing odd jobs

MOSQUITO EXTERMINATION COMMISSION*Exempt Class*

Secretary

Reason for Exemption

Secretary to Commission, Section
XIII (3)

Competitive Class

Inspector
Stenographer

Superintendent
Superintendent, Assistant

Non-Competitive Class

Chauffeur (1)

Character of Services

Driving automobile during Mos-
quito season

Labor Class

Laborer

COUNTY OVERSEER'S DEPARTMENT

Competitive Class

Gatekeeper	Surgeon, Veterinary
Overseer, County	Teamster
Overseer, Assistant County	Watchman at Stable, Night
Stableman	

Non-Competitive Class

Harness-maker (1)

Character of Services

Making and repairing harness

PENITENTIARY

Unclassified

Warden

Exempt Class

Physician, Visiting

Secretary

*Reason for Exemption*Official who must be a physician
Section XIII (5)Secretary to Principal Executive
Officer, Section XIII (4)*Competitive Class*

Barber	Superintendent of Quarry
Cook	Underkeeper
Deputy	Underkeeper, Chief
Engineer	Watchman
Laundryman	

Non-Competitive Class

Attendant (2)

Guard, Night (1)

Matron (1)

Matron, Assistant (1)

Character of Services

Having charge over Female prisoners; preventing escapes, etc.
Guarding building at night; preventing escapes of prisoners
Supervising the work of inmates, supervising the cleaning; receiving visitors, etc.

Assisting with the work of the matron

PURCHASING DEPARTMENT

Unclassified

General Purchasing Agent

Exempt Class

Private Secretary

*Reason for Exemption*Secretary to Principal Executive
Officer, Section XIII (4)*Competitive Class*

Clerk

REGISTER'S OFFICE*Unclassified***Register of Deeds***Exempt Class***Deputy Register***Reason for Exemption***Deputy, Section XIII (1)***Competitive Class***Bookkeeper****Clerk****Clerk, Cancellation****Clerk, Document****Clerk, Fee****Clerk, Index****Clerk, Block Index****Clerk, Assistant Block Index****Clerk, Chief Index****Clerk, Junior****Clerk, Map****Clerk, Assistant Map****Clerk, Retranscribing****Clerk-Typist****Clerk and Telephone Operator,****Miscellaneous****Copyist, Typewriter****Machinist****Searcher, Title****Utilityman***Labor Class***Janitress****NEWARK TURNPIKE ROAD***Competitive Class***Foreman****Roadman***Labor Class***Basin Cleaner****Laborer****PASSAIC RIVER ROAD AND BELLEVILLE PIKE***Competitive Class***Foreman****Roadman****Inspector, Lamp***Labor Class***Basin Cleaner****Laborer****PATERSON PLANK ROAD***Competitive Class***Chauffeur****Motorcycle Patrolman****Foreman****Roadman****Lieutenant, Motorcycle Police**

Labor Class

Basin Cleaner
Horse and Cart

Laborer

SHERIFF'S OFFICE*Unclassified*

Sheriff

*Exempt Class**Reason for Exemption*

Secretary

Secretary to Department, Section XIII (3)

Under Sheriff

First Assistant of Executive Officer, Section XIII (1)

Under Sheriff

On account of the peculiarly confidential character of the work and of the multiplicity of duties involved, a Civil Service examination is impracticable

Competitive Class

Bookkeeper

Clerk, Subpoena

Clerk

Constable (Court Attendant)

Clerk, Advertising and General

Matron

Clerk, Chancery

Messenger

Clerk, Chief

Process Server

Clerk, Jury

Stenographer

Clerk, Law

SINKING FUND COMMISSION*Exempt Class**Reason for Exemption*

Secretary

It would be impracticable to obtain a competent person through Civil Service examination to perform this work at the salary to be paid, except in connection with some other official work

SMALLPOX*Exempt Class**Reason for Exemption*

Physician

Official who must be a physician Section XIII (5)

Competitive Class

Matron

Warden

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Attendant (1)	Performing ministrations to the comfort and well-being of the patients

SURROGATE'S DEPARTMENT

Unclassified

Surrogate

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy Surrogate	Deputy, Section XIII (1)

Competitive Class

Clerk	Clerk, Index
Clerk, Chief	Clerk, Orphans' Court
Clerk, Citation	Clerk, Probate
Clerk, Comparing	Clerk, Retranscribing
Clerk, Copy	Messenger
Clerk, General	Recorder, Will

MERCER COUNTY

The Civil Service Act was adopted in the County of Mercer by referendum vote, the method prescribed by law, on November 7, 1911.

OLDEN AVENUE BRIDGE

Competitive Class

Bridge Attendant

SOUTHARD STREET BRIDGE

Competitive Class

Bridge Attendant

COUNTY CLERK

Unclassified

County Clerk

Exempt Class

Deputy County Clerk

Reason for Exemption

Deputy to Principal Executive Officer, Section XIII (1)

Competitive Class

Clerk

Clerk, Index

Clerk, Naturalization

Clerk-Typist

Clerk-Typist, Senior

COUNTY COLLECTOR

Unclassified

County Collector

Exempt Class

Clerk-Stenographer

Reason for Exemption

Stenographer to Principal Executive Officer, Section XIII (4)

Competitive Class

Senior Clerk-Bookkeeper

COURT HOUSE COMMITTEE

Competitive Class

Engineer and Head Janitor

Fireman and Helper

Fireman and Keeper

Janitress, Assistant

Matron (Court House)

Messenger

Telephone Operator

COUNTY ENGINEER

Unclassified

County Engineer

Exempt Class

Clerk-Stenographer

Reason for Exemption

Stenographer to Principal Executive Officer, Section XIII (4)

Competitive Class

Engineer, Assistant Civil

Engineer, Junior

Engineer of Highways, Assistant

Inspector, Bridge Construction

Inspector, Highway Construction

Rodman

BOARD OF CHOSEN FREEHOLDERS

Unclassified

Clerk

County Physician

Competitive Class

Clerk-Stenographer

*Non-Competitive Class**Character of Services*Superintendent, Burial of Soldiers
(1)Seeing that graves and cemetery
grounds are kept in good order
and proper grave marks are
erected, etc.

LEGAL DEPARTMENT

Unclassified

County Solicitor

Competitive Class

Clerk-Stenographer, Senior

COUNTY ROADS

Unclassified

Supervisor of Roads

*Competitive Class*Assistant Foreman, Road Construc-
tion
Engineman, Steam RollerRepairman, Mechanical
Repairman, Road
Truck Driver*Labor Class*

Road Laborer

SHERIFF'S DEPARTMENT

Unclassified

Sheriff

*Exempt Class**Reason for Exemption*

Under Sheriff

First Assistant to Principal Exec-
utive Officer, Section XIII (1)*Competitive Class*Centre Keeper
Clerk-Typist, Senior
Commissary Officer
Court Attendant
Deputy Sheriff
GuardGuard, Night
Guard, Senior
Matron
Warden, Jail
Watchman

SUPERINTENDENT OF SCHOOLS

Unclassified

Superintendent

*Exempt Class**Reason for Exemption*

Clerk-Stenographer

Stenographer to Principal Executive Officer, Section XIII (4)

SURROGATE'S DEPARTMENT

Unclassified

Surrogate

*Exempt Class**Reason for Exemption*

Deputy Surrogate

Deputy of Principal Executive Officer, Section XIII (1)

Competitive Class

Clerk-Typist

Senior Clerk-Typist

WEIGHTS AND MEASURES

Unclassified

Superintendent

MERCER COUNTY WORKHOUSE

Competitive Class

Blacksmith
Centre Keeper
Commissary Officer
Engineman
Engineman at Crusher
Farmer
Farm Officer

Foreman, Quarries and Machinery
Guard
Guard, Senior
Matron
Quarryman and Blaster
Tailor
Warden

*Non-Competitive Class**Character of Services*

Assistant Matron (1)

Directing inmates at the Workhouse, making of clothing, mending, etc.

PASSAIC COUNTY

The Civil Service Act was adopted in the County of Passaic by referendum vote, the method prescribed by law, on November 5, 1912.

INSANE ASYLUM

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Physician	Official who must be a physician Section XIII (5)
Physician, Attending	Official who must be a physician Section XIII (5)
<i>Competitive Class</i>	
Matron	Watchman, Night
Superintendent	
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Nurse (1)	Performing ministrations to the comfort and well-being of the sick

COUNTY CLERK'S OFFICE

Unclassified

County Clerk

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy County Clerk	Deputy, Section XIII (1)
<i>Competitive Class</i>	
Cashier and Bookkeeper	Clerk, Docket
Clerk	Office Boy
Clerk, Court	Stenographer

GENERAL

Unclassified

Auditor and Comptroller	Freeholder
Clerk of Board of Freeholders	Physician, County
Collector, County	Superintendent of Schools, County
Commissioner in Lunacy	Superintendent of Weights and Measures, County
Counsel, County	Supervisor of Roads
Engineer, County	

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to County Auditor	Secretary to Principal Executive Officer, Section XIII (4)
Secretary to County Collector	Secretary to Principal Executive Officer, Section XIII (4)
Secretary to County Counsel	Secretary to Principal Executive Officer, Section XIII (4)
Stenographer to County Engineer	Stenographer to Principal Executive Officer, Section XIII (4)

Competitive Class

Book Binder	Inspector, Bridge
Bridge Tender	Inspector of Painting
Chainman	Janitor of Court House
Chauffeur, County	Librarian
Custodian of Court House and work-house	Rodman in County Engineer's Office
Elevator Man in Court House	Transitman
Engineer, Assistant County	Watchman at Court House, Night
Engineer of Court House	

*Non-Competitive Class**Character of Services*

Chauffeur, County Engineer's Office	Driving Automobile
Clerk, Engineer's Office	Performing general clerical work
Stenographer (1)	Performing general stenographic work
Transitman	Assisting Engineer

MOSQUITO EXTERMINATION COMMISSION

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary	Secretary to Commission, Section XIII (3)
Secretary to President	Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Clerk	Inspector, Deputy
Engineer and Chief Inspector	Superintendent
Foreman	Utilityman

*Non-Competitive Class**Character of Services*

Driver, Truck	Driving truck
Oiler (1)	Spraying oil where mosquitoes inhabit

Labor Class

Laborer

REGISTER OF DEEDS AND MORTGAGES

Unclassified

Register of Deeds and Mortgages

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy Register, etc.	Deputy, Section XIII (1)
<i>Competitive Class</i>	
Clerk	Clerk, Index
Clerk and Reserve Clerk, Assistant Desk	Clerk, Recording
Clerk, Bookkeeper and Reserve Clerk, Assistant Desk	Clerk-Typist
	Office Boy
	Stenographer

ROAD REPAIRS

Competitive Class

Chauffeur to Road Department	Inspector
Engineer, Roller	Teamster (\$30 per week)
Foreman	Transitman

*Non-Competitive Class**Character of Services*

Chauffeur (1)	Driving automobile
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Labor Class

Laborer	Teamster (\$5.50 per day)
Road Patrolman	

DEPARTMENT OF SHERIFF

Unclassified

Sheriff

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Under Sheriff	Deputy or First Assistant, Section XIII (1)
<i>Competitive Class</i>	
Bookkeeper	Keeper, Jail
Constable (Court Attendant)	Keeper, Head Jail
Engineer at Jail	Keeper, Utility
Fireman at Jail	Matron at Jail
Keeper	Sheriff, Deputy
Keeper, Desk	Underkeeper

DEPARTMENT OF SURROGATE

*Unclassified***Surrogate**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy and Chief Clerk	Deputy, Section XIII (1)
Stenographer to Surrogate	Stenographer to Principal Executive Officer, Section XIII (4)

*Competitive Class***Clerk****Office Boy**

UNION COUNTY

The Civil Service Act was adopted in the County of Union by referendum vote, the method prescribed by law, on November 3, 1914.

COUNTY CLERK

*Unclassified***County Clerk**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy County Clerk	Deputy or First Assistant, Section XIII (1)

*Competitive Class***Clerk****Clerk, Deputy****Clerk, Assistant Deputy County Stenographer**

COUNTY DEPARTMENT

Unclassified

Adjuster, County	County Physician
Auditor	County Supervisor of Roads
Clerk, Board of Freeholders	Freeholders
Collector	Superintendent of Weights and Measures
County Attorney	
County Engineer	

Competitive Class

Bridge and Road Inspector	Porter, Court House
Bridge Tender	Rodman
Custodian, Court House	Stenographer
Custodian, Assistant, Court House	Stenographer and Clerk, County
Draughtsman, County Engineer's	Engineer's Office
Department	Stenographer to Board of Free-
Engineer, Assistant	holders
Engineer, Night	Traffic Officer
Engineer, First Assistant (County)	Transitman
Matron, Court House	

Non-Competitive Class

Bridge Tender, Summer St. Bridge
 Guard, Chief, at Farm
 Guard, Assistant, at Farm
 Supervisor of Soldiers' and Sailors'
 Headstones and Law Librarian

Character of Services

Tending Bridge
 Directing the work of Guards
 Guarding and caring for inmates
 Attending to the erection of all
 County Soldiers' and Sailors'
 Headstones and acting as Law
 Librarian

Labor Class

Road Laborer Scrub Woman, Court House

COURT HOUSE

Competitive Class

Assistant Custodian	Engineer
Elevator Man	Porter

Labor Class

Forewoman Scrubwoman

PUBLIC INSTRUCTION

Exempt Class

Stenographer and Typist

Reason for Exemption

Stenographer to Principal Execu-
 tive Officer, Section XIII (4)

MOSQUITO EXTERMINATION COMMISSION

Exempt Class

Secretary

Reason for Exemption

Secretary to Commission, Section
 XIII (3)

Competitive Class

Foreman	Inspector, Assistant Chief
Inspector	Stenographer
Inspector, Chief	Stenographer and Bookkeeper

Labor Class

Laborer

REGISTER OF DEEDS

*Unclassified***Register***Exempt Class**Reason for Exemption***Deputy Register**

Deputy or First Assistant, Section XIII (1)

*Competitive Class***Abstractor and Recorder**

Pen Copyist

Comparer

Recorder

Indexer and Second Office Assistant

Recopier of Old Records

Indexer, Lusk

Stenographer, Bookkeeper and

Map Clerk

First Office Assistant

Map Clerk and Third Office Assistant

Supervisor, Lusk System

Typewriter Copyist

BONNIE BURN SANATORIUM

*Exempt Class**Reason for Exemption***Physician, Assistant**

Official who must of necessity be a physician, Section XIII (5)

Secretary to Superintendent

Secretary to Principal Executive Officer, Section XIII (4)

Superintendent and Medical Director

Official who must of necessity be a physician, Section XIII (5)

*Competitive Class***Chef**

Head Nurse and Housekeeper

Chief Engineer

Housekeeper and Dietitian

Day Engineer and Fireman

Night Engineer and Fireman

Fireman

Night Watchman

Head Farmer*Non-Competitive Class**Character of Services***Attendant (8)**

Taking care of patients

Chef, Assistant (1)

Assisting in the preparation of food, preparing special diets, etc.

Chauffeur (1)

Cleaning, washing, oiling, washing freight or ambulance motor vehicles

Cleaner

Cleaning, sweeping, dusting, etc.

Dishwasher (8)

Cleaning of dishes, etc.

Kitchen Help (4)

Assisting in the preparation of meals, washing dishes, etc.

Kitchen Woman (8)

Assisting in the preparation of meals, washing dishes, etc.

Laundress (1)

Performing hand or machine laundering

Laundress (Assistant) (2)	Assisting in the performing of hand or machine laundering
Laundryman (1)	Performing hand or machine laundering
Maid (1)	Doing General Housework
Nurse (5)	Performing ministrations to the comfort and well-being of the sick
Orderly (3)	Taking care of wards
Porter (8)	Cleaning
Seamstress (1)	Sewing and mending
Sterilizer	Sterilizing Hospital Supplies
Store Room Clerk (1)	Receiving, storing and issuing on approved requisitions materials, supplies and equipment
Switch Board Operator	Operating Switch Board
Waiter (1)	Serving food, waiting on table, cleaning silverware, etc.
Waitress (7)	Serving food, waiting on table, cleaning silverware, etc.
Ward Man (1)	Cleaning wards

Labor Class

Laborer

SHERIFF*Unclassified*

Sheriff .

*Exempt Class**Reason for Exemption*

Under Sheriff

First Assistant or Deputy, Section XIII (1)

Competitive Class

Clerk	Stenographer
Clerk, Chief	Warden
Constable and Court Attendant	Warden, First
Court Attendant in Sheriff's Office	Watchman
Matron	

SURROGATE*Exempt Class**Reason for Exemption*

Deputy Surrogate

Deputy or First Assistant, Section XIII (1)

Competitive Class

Assistant, First and General	Assistant to Surrogate, Third
Assistant, Second	Copyist and Recorder

CITY OF EAST ORANGE

The Civil Service Act was adopted in the City of East Orange by referendum vote, the method prescribed by law, on November 8, 1910.

AUDITOR OF ACCOUNTS*Unclassified***Auditor***Competitive Class***Bookkeeper****Clerk, Voucher****DEPARTMENT OF BUILDINGS***Unclassified***Inspector***Competitive Class***Inspector, Assistant Building****Stenographer and Clerk-Typist****CITY CLERK***Unclassified***City Clerk***Exempt Class**Reason for Exemption***Secretary-Treasurer, Sinking Fund Committee****Secretary to Committee, Section XIII (3)***Competitive Class***Clerk, Deputy City****Inspector of Dumps****Clerk to Council Committee****Janitor****Clerk to Sinking Fund Committee****Stenographer****Dog Warden***Non-Competitive Class**Character of Services***Superintendent of Receiving Station****Supervising the dumping at a central plant**

CITY ENGINEER*Unclassified*

City Engineer

Competitive Class

Blacksmith and Steam Roller En-	Foreman, Assistant
gineer	Inspector
Clerk	Paver
Engineer	Stenographer
Engineer, Chief Field	Superintendent of Road Repairs
Engineer, Steam Roller	and Maintenance
Flagger	Transitman
Foreman	

Labor Class

Cartman	Sweeper
Driver	Teamster
Laborer	Watchman

EXCISE COMMISSION*Exempt Class**Reason for Exemption*

Clerk

Clerk of Board, Section XIII (3)

FIRE DEPARTMENT*Unclassified*

Chief Engineer

Members of Commission

Competitive Class

Captain	Engineer, Assistant Chief
Electrician	Fireman
Electrician, First Assistant	Lieutenant
Electrician, Second Assistant	Lineman, Fire Alarm System
Engineer, Assistant	

*Non-Competitive Class**Character of Services*

Clerk (1)

Performing general clerical work

DEPARTMENT OF HEALTH*Unclassified*

City Physician

Members of Board

Competitive Class

Bacteriologist	Nurse, Infant Welfare
Health Officer	Physician, Infant Welfare
Health Officer, Assistant to the	Secretary, Clerk and Stenograph-
Inspector, Chief Sanitary	er, Assistant
Inspector, Plumbing	Stableman at Municipal Plant
Nurse, Communicable Disease	Stenographer

*Non-Competitive Class**Character of Services*

Dentist (1)	Caring for teeth
Surgeon-Dental Clinic (1)	Performing general dental surgery

Labor Class

Cleaner	Laborer-Scavenger
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FREE PUBLIC LIBRARY*Competitive Class*

Assistant, Junior	Librarian
Assistant, Senior	Librarian, Children's
Head of Department	Librarian, General Assistant
Head of Catalogue Department	Office Assistant
Head of Children's Department	Stenographer
Head of Lending Department	Typist and Cataloguer
Janitor	

*Non-Competitive Class**Character of Services*

Page (1)	Messenger work
Page and Janitor's Helper (1)	Assisting in Library

PARKS AND PARKWAYS*Competitive Class*

Caretaker

Labor Class

Laborer

POLICE DEPARTMENT*Unclassified*

Chief	Members of Commission
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Competitive Class

Clerk	Patrolman
Detective	Sergeant
Lieutenant	

POOR AND ALMS*Unclassified*

Overseer of Poor

RECORDER'S COURT*Unclassified***Recorder***Competitive Class***Clerk, Recorder's****BOARD OF RECREATION COMMISSIONERS***Unclassified***Members of Commission***Competitive Class***Chief Caretaker****Superintendent****Secretary and General Custodian***Non-Competitive Class**Character of Services***Supervisor (2)****Supervising Out-Door Sports****Supervisor of Boys (1)****Supervising Boys****Supervisor of Girls (2)****Supervising of Girls and Small Children****Supervisor of Girls, Assistant****Supervising Girls****Tennis Supervisor (1)****Supervising and instructing in Lawn Tennis****Tennis Instructor and Assistant Supervisor of Boys (2)****Supervising and instructing boys in playing tennis and other games***Labor Class***Assistant Caretaker****Laborer****SHADE TREE COMMISSION***Unclassified***Members of Commission***Exempt Class**Reason for Exemption***Secretary to Commission****Secretary to Commission, Section XIII (3)***Competitive Class***Foreman****Superintendent***Labor Class***Laborer****Water Boy**

DEPARTMENT OF STREET SPRINKLING

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Inspector (1)	Inspecting Street Sprinkling

COLLECTOR OF TAXES AND CITY TREASURER

Unclassified

City Treasurer	Custodian of School Funds
Collector of Taxes	

Competitive Class

Clerk, Chief	Deputy for Collection of Arrears
Clerk, General	Office Assistant

*Non-Competitive Class**Character of Services*

Clerk (1)	Performing general clerical work
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WATER DEPARTMENT

Unclassified

Members of Commission

Exempt Class

Secretary

*Reason for Exemption*Secretary of Commission, Section
XIII (3)*Competitive Class*

Bookkeeper	Foreman
Bookkeeper and Clerk, Head	Inspector
Clerk	Inspector, Chief
Clerk and Stenographer	Inspector, Meter
Draughtsman	Mechanic, Meter
Engineman	Mechanic and Meter Setter
Engineman, Assistant	Plumber
Engineman at Pumping Station, Chief	Registrar, Water
Engineer, Principal Assistant	Rodman
Engineer and Transitman, Assistant	Superintendent of Mains and Services
Fireman	Transitman
Farm Overseer	

*Non-Competitive Class**Character of Services*

Bill Clerk	Making out water tax bills four times a year
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Labor Class

Caulker and Laborer	Mechanic, Assistant*
Driver	Repairman and Laborer
Gate Keeper	Reservoir Keeper
Laborer	Teamster
Laborer-Watchman	Water Boy

CITY OF ELIZABETH

The Civil Service Act was adopted in the City of Elizabeth by referendum vote, the method prescribed by law, on November 4, 1913.

DEPARTMENT OF BUILDING

Unclassified

Building Inspector

Competitive Class

Assistant to the Building Inspector

Labor Class

Laborer and Helper

DEPARTMENT OF PUBLIC BUILDINGS

*Competitive Class*Custodian of City Hall
Assistant Custodian of City Hall

Night Watchman of City Hall

*Non-Competitive Class**Character of Services*

Helper (1)

Assisting Caretaker of City Hall

Labor Class

Laborer

DEPARTMENT OF CHARITIES

Unclassified

Overseer of the Poor

*Competitive Class*City Physician—Upper Wards
City Physician—Lower WardsKeeper of Almshouse
Matron of Almshouse*Non-Competitive Class**Character of Services*Cleaner
Farmer (1)Sweeping, Polishing, etc.
Assisting in Farm Work

CITY CLERK*Unclassified*

City Clerk	Inspector, License
Commissioners, Assessment	

Competitive Class

Clerk	Stenographer
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*Non-Competitive Class**Character of Services*

Dog Warden (1)	Catching unlicensed dogs
Page to City Council (1)	Serving as Page during the meetings of the City Council

DOCKS, WHARVES AND PIERS*Competitive Class*

Dockmaster

*Non-Competitive Class**Character of Services*

Caretaker	Taking care of Pier and acting in the general capacity of Watchman
Assistant to Dockmaster (1)	Assisting Dockmaster

DEPARTMENT OF ENGINEERING*Unclassified*

City Engineer and Surveyor

Competitive Class

Assistant Surveyor and Assistant Engineer	Draftsman
Attendant at Pumping Station	Rodman

*Non-Competitive Class**Character of Services*

Inspector of Valves	Attending to Sewer Valves in Streets
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Labor Class

Laborer

FINANCE*Unclassified*

Comptroller

Competitive Class

Clerk	Deputy Tax Collector
Clerk, Junior	

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Messenger (1)	Doing Messenger Work for the Mayor, City Comptroller, City Treasurer and City Clerk
Inspector of Dance Halls (2)	Inspecting Dance Halls

FIRE DEPARTMENT

<i>Unclassified</i>	
Commissioner	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary	Secretary of Commission, Section XIII (3)
<i>Competitive Class</i>	
Captain	Fireman
Chief	Hoseman
Chief, Deputy	Ladderman
Driver	Lieutenant
Driver, Chief's	Machinist, Department
Driver, Acting Battalion Chief's	Superintendent of Fire Alarm
Driver, Deputy Chief's	Superintendent of Fire Alarm, Assistant
Driver, Extra	Tillerman
Engineer	Utilityman
Engineer, Relief	
Extra Man	
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Callman (1)	Taking place of Firemen in emergency
Hydrant Inspector (3)	Inspecting Hydrants during the winter

DEPARTMENT OF HEALTH

<i>Competitive Class</i>	
Bacteriologist	Inspector, Plumbing
Health Officer	Nurse at Parochial School
Health Officer, Assistant	Stenographer
Inspector	Office Assistant
Inspector, Dairy	Superintendent, Isolation Hospital
Inspector, Milk	Warden, Isolation Hospital
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Consultant Ophthalmologist, Othologist and Laryngologist (1)	Giving advice concerning diseases of the eye, ear and throat
Extra Nurse, Isolation Hospital	Nursing when emergency requires
Physician, Isolation Hospital (2)	Attending patients at Isolation Hospital
Physician, Parochial School (2)	Attending patients at Parochial Schools
Warden, Smallpox Hospital (1)	In Charge of Smallpox Hospital

LAW DEPARTMENT*Unclassified*

City Attorney

Exempt Class

Assistant City Attorney

Reason for Exemption

Legal Assistant of Law Department, Section XIII (2)
 Stenographer to Principal Executive Officer, Section XIII (4)

Stenographer to City Attorney

PUBLIC LIBRARY*Competitive Class*Assistant, Staff,
LibrarianLibrarian, Assistant
Janitor-Porter*Non-Competitive Class**Character of Services*

Janitor (1)

Relieving regular men in the evenings

Junior Assistant (3)
Library Assistant (6)Assisting in Library work
Assisting in general Library work*Labor Class*

Laborer

PARKS AND SHADE TREES*Labor Class*

Laborer

POLICE COURT*Unclassified*

Judge

Competitive Class

Clerk

POLICE DEPARTMENT*Unclassified*

Police Commissioner

*Exempt Class**Reason for Exemption*

Secretary to Police Commissioners

Secretary of Commission, Section XIII (3)

Competitive Class

Captain
Chief of Police
Detective
Detective Sergeant

Head of Detective Bureau
Patrolman
Sergeant
Stenographer and Typewriter

Non-Competitive Class

Janitress (1)
Police Physician (1)
Scrubwoman (1)

Character of Services

Cleaning Second Precinct Station
Medical Inspecting
Cleaning Third Precinct Station

BOARD OF RECREATION COMMISSIONERS

(Playgrounds)

Competitive Class

Superintendent of Recreation

Non-Competitive Class

Assistant (18)
Checker

Character of Services

Assisting in Teaching
Assisting in checking clothes in
Cloak Rooms or at Bath
Houses; assisting in teaching
games, etc.

Custodian (1)
Janitor, Assistant (3)
Janitor (10)

Taking care of Building
Assisting in care of Building
Taking care of Heating and Build-
ing

Janitress
Matron
Pianist (1)

Taking care of Building
Supervising in Basement
Playing Piano for Drills, Physical
Exercises, Folk and Social Danc-
ing

Principal (8)
Substitute (5)
Teacher (14)

Play Instructing
Relieving Regular Employees
Play Instructing

(Social Center)

Non-Competitive Class

Assistant (6)
Attendant (2)
Club Leader, Boys' (1)
Club Leader, Girls' (Assistant) (1)
Club Leader, Girls' (1)
Custodian (1)
Custodian, Assistant
Janitor (1)
Janitor, Assistant (1)
Matron (1)

Musician (1)
Pianist (4)

Character of Services

Assisting in Teaching
Assisting around in Building
Leading and Supervising
Assisting Leader
Leading and Supervising
Taking charge of Building
Assisting in care of Building
Taking care of Building
Assisting in care of Building
General Supervising, taking care
of Building etc.
Playing Music for Games, etc.
Playing Piano for Drills, etc.

SEWERS AND DRAINAGE*Competitive Class*Bricklayer
Foreman

Foreman or Deputy

Labor Class

Laborer

STREETS AND HIGHWAYS*Unclassified*

Street Commissioner

*Competitive Class*Blacksmith
Carpenter
Clerk to Street Commissioner
Foreman, AssistantForeman or Deputy
Inspector
Time Keeper*Non-Competitive Class**Character of Services*

Utilityman (1)

General Helping

*Labor Class*Driver
Driver, Cart
LaborerStableman
Teamster**CITY TREASURER***Unclassified*

City Treasurer

Exempt Class

Assistant City Treasurer

Reason for Exemption

Position of a confidential character, and for which a Civil Service Examination would be impracticable

WEIGHTS AND MEASURES*Competitive Class*

Sealer of Weights and Measures

BOARD OF PUBLIC WORKS

Unclassified

Commissioner

*Exempt Class**Reason for Exemption*

Clerk to Board

Clerk to Board, Section XIII (3)

Competitive Class

Assistant Foreman

Inspector

*Non-Competitive Class**Character of Services*

Supervisor of Public Markets (2)

Supervising Public Markets three days each week

CITY OF JERSEY CITY

The Civil Service Act was adopted in Jersey City by referendum vote, the method prescribed by law, on November 7, 1911.

DEPARTMENT OF PUBLIC AFFAIRS
(BUILDING DEPARTMENT)

Competitive Class

Clerk to Superintendent of Buildings

Inspector of Masonry

Inspector

Superintendent of Buildings

Inspector, Chief

(DEPARTMENT OF CITY CLERK)

Unclassified

City Clerk

Examining Engineer

Competitive Class

Carpenter

Stenographer

City Marshal

Stenographer and Clerk

Clerk

Stenographer and Typewriter

Clerk, Assistant to

Superintendent of Municipal Relief, Assistant

Driver, Ambulance

Superintendent of Poor

Investigator

Superintendent of Poor, Assistant

Investigator and Assistant to Superintendent of Poor

Superintendent of Weights and Measures

Messenger

Overseer, Assistant to

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Repairman (2)	Repairing of all electrical material
Utilityman (2)	Performing odd jobs
<i>Labor Class</i>	
Cleaner	Janitrix to Overseer

(EXECUTIVE DEPARTMENT)

<i>Unclassified</i>	
Mayor	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy to Director of Public Affairs	The incumbent acts in the capacity of a confidential assistant to the Mayor, so that a Civil Service examination is impracticable
Secretary to the Mayor	Secretary to Principal Executive Officer, Section XIII (4)
<i>Competitive Class</i>	
Stenographer	

(BOARD OF HEALTH—Sanitation)

<i>Competitive Class</i>	
Assistant, General	Laboratory Assistant
Chemist	Nurse
Chemist, City	Nurse, Public Health
Clerk	Nurse, Supervising
Clerk and Registrar	Nurse, Supervising, Division of
Clerk, General	Child Hygiene
Clerk, Permit	Physician at Milk Station, Assistant to
Dentist	Plumber
Health Officer, Deputy	Scow Captain
Health Officer and Secretary	Stenographer
Inspector, Medical	Superintendent, Bureau of Complaints
Inspector, Milk	Superintendent, Bureau of Contagious Diseases
Inspector, Plumbing	Superintendent, Health Bureau
Inspector, Chief Plumbing	Supervisor, Night
Inspector, Sanitary	
Inspector and Stenographer, Sanitary	
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Assistant Nurse, Isolation Hospital (2)	Performing ministrations to the comfort and well-being of the sick
Assistant Nurse, Milk Station (1)	Performing ministrations to the comfort and well-being of the sick
Utilityman (1)	Performing odd jobs

(CITY HOSPITAL)

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Radiographer	The position requires a special and peculiar qualification, so that a Civil Service examination would be impracticable

Competitive Class

Butcher	Nurse
Carpenter	Nurse, Child Welfare—Milk Station
Chauffeur	Nurse, Head Obstetrical
Chauffeur and Mechanic	Nurse, Male
Chauffeur and Assistant Mechanic	Nurse, Supervising
Chauffeur and Utilityman	Pharmacist, Assistant
Chauffeur and Utilityman, Assistant	Physician—Division of Child Hygiene
Chef	Physician, Assistant—Division of Child Hygiene
Chief, Division of Child Hygiene	Physician at Milk Station, Assistant to
Cleaner, Head	Physician, Attending—Child Welfare Station
Clerk	Stenographer
Clerk, Chief	Stenographer to Medical Director
Clerk, Record	Superintendent
Clerk, Statistical	Superintendent, Assistant to
Clerk and Stenographer, Assistant	Superintendent of Training School
Clerk and Telephone Operator, Assistant	Superintendent of Nurses
Dentist	Superintendent of Nurses, Assistant
Dietitian	Superintendent, Night
Director, Dental Hygiene Clinic	Supervisor, Day
Director, Medical (of Jersey City)	Supervisor, Night
Druggist	Supervisor, Operating Room
Engineer	Telephone Operator
Engineer, Chief	Telephone Operator, Night
Fireman	Telephone Operator and Clerk
Foreman, Laundry	
Inspector, Medical	
Laundress, Head	
Laundryman	
Matron	

Non-Competitive Class

Attendant
Cleaner, Head (1)
Cook (5)
Elevator Runner (1)
Driver, Ambulance (1)
Help, Kitchen (7)
Help, Laundry (9)
Helper, Store Room (1)

Character of Services

Performing routine ministrations to the comfort and well-being of the sick
Directing the work of cleaning
Preparing for table use foods and vegetables
Operating elevator
Driving horse ambulance
Assisting in preparation of meals, washing dishes, etc.
Performing laundry work, under supervision
Assisting with the work of the Store Room

Interne (8)	Assisting in the details of medical work
Nurse (39)	Performing routine ministrations to the comfort and well-being of the sick
Orderly (25)	Cleaning, etc.
Orderly—At Mother's Institute— Division of Child Hygiene (1)	Cleaning, etc.
Porter (1)	Cleaning, etc.
Seamstress (3)	Sewing and mending
Utilityman (14)	Performing odd jobs
Waitress (6)	Waiting on table, keeping dining room in order, etc.

Labor Class

Cleaner	Laborer
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(FREE PUBLIC LIBRARY)*Competitive Class*

Assistant, General	Driver
Attendant, Desk, and General Assistant	Engineer
Attendant, Children's Room	Janitrix
Attendant, Reference Room	Librarian
Attendant, Reading Room, and Registry Clerk	Librarian, Assistant
Cataloguer and General Assistant	Librarian, Branch
Cataloguer, Chief, and Branch Librarian	Operator, Elevator
Clerk, Office	Secretary
	Superintendent of Stations
	Utilityman, General
	Watchman

*Non-Competitive Class**Character of Services*

Attendant, Night (2)	Attending in Reading Room at night
Janitor	Cleaning, etc.
Utilityman, General (1)	Performing odd jobs

Labor Class

Charwoman	Cleaner, Window
Cleaner	

DEPARTMENT OF PARKS AND PUBLIC PROPERTY*Unclassified*

Director

(COLES STREET BATHS)*Competitive Class*

Attendant	Fireman and Pipe Fitter
Fireman	Superintendent

(FOURTEENTH AND ERIE STREET BATHS)*Competitive Class*Attendant
Fireman

Fireman and Pipe Fitter

(CITY HALL)*Competitive Class*Clerk
Elevator Runner
Engineer
Fireman
HallmanJanitor
Operator, Telephone
Porter
Watchman*Non-Competitive Class**Character of Services*

Utilityman

Performing odd jobs

*Labor Class*Cleaner
Laborer

Laundress

(HARBOR BOARD)*Exempt Class**Reason for Exemption*

Engineer

Requires qualification not readily
discernible through a competi-
tive examination*Competitive Class*Superintendent, South Cove
Watchman

Wharfinger

*Non-Competitive Class**Character of Services*

Utilityman (1)

Performing odd jobs

(PARKS)*Unclassified*Director of Parks and Public Prop-
erty*Exempt Class**Reason for Exemption*

Secretary to Director

Secretary to Principal Executive
Officer, Section XIII (4)

Competitive Class

Attendant, Bath	Gardener
Carpenter	Instructor, Playground
Clerk, Assistant	Mason
Draftsman, Architectural	Painter, Sign
Draftsman, Mechanical	Stenographer
Finisher, Concrete	Supervisor of Playgrounds
Foreman and Timekeeper	

Non-Competitive Class

Helper, Carpenter's (2)

Helper, Mason's (3)

Helper, Painter's (1)

Hod Carrier (3)

Utilityman (8)

Character of Services

Performing the work of apprentice and assisting journeymen in the trade of carpentry

Performing the work of apprentice and assisting journeymen in the trade of masonry

Performing the work of apprentice and assisting journeymen in the trade of painting

Carrying mortar, bricks, etc.

Performing odd jobs

Labor Class

Laborer

Laborer, Concrete

Tree Trimmer

(CITY PLANNING)*Competitive Class*

Clerk, Chief	Expert Stenographer-Typewriter
Expert Engineer-Assistant Secretary	Inspector of Buildings

(SHADE TREE COMMISSION)*Competitive Class*

Arboriculturist	Inspector
Architect, Landscape	Mason
Carpenter	Mason and Bricklayer
Clerk	Matron
Foreman	Painter
Foreman, Assistant	Superintendent, Park
Forester and Secretary, City	Workman, General
Gardener	

Non-Competitive Class

Helper, Carpenter's

Helper, Mason's

Character of Services

Performing the work of apprentice and assisting journeymen in the trade of carpentry

Performing the work of apprentice and assisting journeymen in the trade of masonry

Nurseryman (1)	Taking care of trees, shrubbery, etc.
Shop Man (1)	Working in shop
Utilityman (6)	Performing odd jobs

Labor Class

Driver	Laborer, Concrete
Keeper, Park	Runner, Concrete Machine
Laborer	Trimmer, Tree

DEPARTMENT OF REVENUE AND FINANCE**(DIVISION OF THE AUDITOR OF THE SCHOOL DISTRICT)***Competitive Class*

Clerk of Claims, Auditing	Utilityman
Examiner of Claims	

(COMMISSION ON BUILDING DISTRICTS AND RESTRICTIONS)*Exempt Class**Reason for Exemption*

Secretary	The position called for duties and qualifications such as could not be ascertainable through a competitive examination
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(COLLECTOR'S OFFICE)*Unclassified*

City Collector	Deputy Personal Tax Collector
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Competitive Class

Clerk	Clerk, Search
Clerk, Chief	Clerk, Assistant Search
Clerk, General	Stenographer
Clerk, Ledger	

(COMPTROLLER)*Competitive Class*

Auditor of Receipts	Clerk
Accountant in Department of Revenue and Finance, Chief	Clerk, Chief
Bookkeeper	Investigator of Tax Titles

(EXECUTIVE OFFICE)

<i>Unclassified</i>	
Director	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy to Commissioner	This position is of a confidential character and of such a nature that a Civil Service examination would be impracticable
Private Secretary	Secretary to Principal Executive Officer, Section XIII (4)
<i>Competitive Class</i>	
Messenger	Stenographer
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman (1)	Performing odd jobs

(JITNEY TRAFFIC BUREAU)

<i>Competitive Class</i>	
Jitney Starter	Supervisor of Jitney Service
Jitney Starter, Assistant	Supervisor of Jitney Service, night

(LABOR BUREAU)

<i>Competitive Class</i>	
Clerk, Placement	Investigator
Clerk, Statistical	Superintendent of Labor and Employment Bureau
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman (1)	Performing odd jobs

(DEPARTMENT OF LAW)

<i>Unclassified</i>	
Corporation Attorney	Corporation Counsel
Corporation Attorney, Assistant	Corporation Counsel, Assistant to
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Assistant to Law Department	Legal Assistant, Section XIII (2)
<i>Competitive Class</i>	
Clerk to Corporation Attorney	Stenographer
Clerk to Corporation Counsel	Stenographer and Typewriter

(PURCHASING DEPARTMENT)

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Purchasing Agent General Storekeeper	The incumbents of these positions are not subject to any single Commissioner, being subject only to the entire Commission, and that the duties and responsibilities are of such a character as to render it impracticable to fill the positions through competitive examinations

Competitive Class

Clerk	Stenographer
Clerk, Record	Stenographer and Clerk

(SINKING FUND COMMISSION)*Unclassified*

Member

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary	Secretary to Board, Section XIII (3)

(TAX DEPARTMENT)*Unclassified*

Commissioner

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to Board of Tax Assessors	Secretary to Board, Section XIII (3)

Competitive Class

Clerk	Surveyor, Assistant
Clerk, Chief	Tracer, Map
Clerk, Deputy Chief	

(CITY TREASURER'S OFFICE)*Competitive Class*

Accountant, Chief, in Department of Revenue and Finance	Cashier Clerk
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DEPARTMENT OF PUBLIC SAFETY

Unclassified

Director

Exempt Class

Deputy Director

Reason for Exemption

The duties attached to this position are of a confidential nature and of such a character as would make a Civil Service examination impracticable

Secretary to Director

Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Chemist

Inspector of Weights and Measures, Assistant

Clerk

Physician, City

Clerk, Record

Stenographer

Inspector of Weights and Measures

Wireman, Electrical

(DEPARTMENT OF EXCISE)

Competitive Class

Clerk, Assistant

Inspector

(FIRE DEPARTMENT)

Exempt Class

Chaplain

Reason for Exemption

Civil Service examination impracticable

Competitive Class

Captain

Inspector of Combustibles and Fire Risks, Assistant

Chief, Battalion

Lieutenant

Clerk

Lineman, Telegraph

Clerk, Chief

Superintendent of Repairs

Clerk, Assistant Chief

Superintendent of Repairs, Assistant

Engineer

Superintendent of Fire Alarm Telegraph

Engineer, Assistant

Engineer, Chief

Examiner, Medical

Fireman

Superintendent of Fire Alarm Telegraph, Assistant

Harness Maker

Inspector of Combustibles and Fire Risks

Veterinary and Inspector of Horses in all City Departments

Labor Class

Laborer Assistant

(POLICE DEPARTMENT)*Unclassified*

Police Court Judge

*Exempt Class**Reason for Exemption*

Chaplain

Examination is impracticable

Competitive Class

Attendant, Court

Lineman

Captain

Lieutenant

Chauffeur

Matron

Chief of Police

Mechanic

Clerk

Patrolman

Clerk, Court

Photographer

Clerk, Department

Physician, City

Clerk, Property

Rounds-Sergeant

Doorman

Sign Painter and Letterer

Drill Master

Stenographer

Driver, Patrol

Superintendent, Signal System

Foreman, Stable

Surgeon

Inspector

Surgeon, Assistant Police

Interpreter

Telephone Operator

*Non-Competitive Class**Character of Services*

Janitress (6)

Cleaning station

Labor Class

Laborer Assistant

DEPARTMENT OF STREETS AND PUBLIC IMPROVEMENTS**(BUREAU OF ASSESSMENTS)***Unclassified*

Commissioner of Assessments

*Exempt Class**Reason for Exemption*

Secretary to Commissioner of Assessments

Secretary to Board, Section XIII (8)

Competitive Class

Clerk and Draughtsman

(ENGINEERING BUREAU)*Competitive Class*

Chainman

Engineer, First Assistant, and Superintendent of Maintenance

Chauffeur

Engineer, Second Assistant Chief

Draftsman

Draftsman, Mechanical
 Engineer, Assistant to
 Engineer, Civil
 Engineer, Chief, and Superintendent
 of Maintenance

Rodman
 Stenographer
 Transitman

Non-Competitive Class

Utilityman (3)

Character of Services

Performing odd jobs

(EXECUTIVE OFFICE)*Unclassified*

Director

Competitive Class

Clerk, Chief, of Department
 Clerk, General

Stenographer
 Utilityman

(BUREAU OF REMOVAL OF GARBAGE AND ASHES)*Competitive Class*

Inspector of Removal of Garbage and Ashes Inspector, Assistant Garbage and Ashes

(BUREAU OF SEWERS AND BASINS)*Competitive Class*

Foreman of Laborers

Sewer Man

*Non-Competitive Class**Character of Services*

Watchman (1)

Guarding

Labor Class

Driver

Laborer

(BUREAU OF SIDEWALKS)*Competitive Class*

Sidewalk Inspector

(BUREAU OF STREET CLEANING)*Competitive Class*

Clerk, Chief
 Clerk, Assistant Chief
 Foreman

Superintendent, Assistant
 Timekeeper

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Repairman (5)	Making repairs
Utilityman (2)	Performing odd jobs
<i>Labor Class</i>	
Driver	Stableman
Laborer	Washer and Cleaner

(BUREAU OF STREET LIGHTING)

<i>Competitive Class</i>	
Inspector of Lamps	Inspector of Lamps, Assistant
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman (1)	Performing odd jobs

(BUREAU OF STREET REPAIRS)

<i>Competitive Class</i>	
Chauffeur, Assistant	Paver
Foreman	Rammer
Mason	
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman (2)	Performing odd jobs
<i>Labor Class</i>	
Driver	Laborer

(BUREAU OF WATER)

<i>Competitive Class</i>	
Advisor and Bacteriologist, Sanitary	Inspector, Foreman Hydrant
Assessor, Water	Inspector, Chief Sanitary
Blacksmith	Inspector, Special
Bookkeeper	Inspector, Chief Special
Bookkeeper, Head	Inspector and Meter Reader
Bricklayer	Inspector of Meters, Chief
Carpenter	Inspector of New Water Works
Carpenter, Foreman	Inspector Pipe Line
Caulker	Inspector of Steel Work
Chauffeur	Machinist
Chemist	Mechanic, General
Clerk	Meter Reader
Clerk, Bill	Meter Reader, Chief
Clerk, Chief Bill	Meter Tester
Clerk, Permit	Painter
Draftsman	Paver

Draftsman, Architectural	Plumber
Draughtsman to Water Assessor	Plumber-Foreman
Engineer	Rammer
Engineer, Assistant	Registrar, Water
Engineer in Charge of Belleville Pumping Station	Registrar, Deputy Water
Engineer in Charge of High Service Pumping Station	Repairman
Engineer, Mechanical, and Engineer of Construction	Stenographer
Engineer, Pipe Line Construction	Storekeeper
Engineer, Sanitary	Superintendent, Assistant to
Foreman	Superintendent of Repairing and Laying Water Pipes
Gatekeeper, High Service Gate House	Superintendent of Water Testing Department
Gatekeeper, Assistant, High Service Gate House	Tapper
Helper, Blacksmith's	Tapper, Assistant
Inspector	Teamster
Inspector, Hydrant	Turnoff and Collector
	Utilityman
	Watchman, Boonton Water Works

Non-Competitive Class

Repairman (4)
Utilityman (9)
Watchman, Night (1)

Character of Services

Making repairs
Performing odd jobs
Guarding

Labor Class

Driver
Laborer
Pipe Walker

Rock Man
Stableman
Workman, General

CITY OF NEWARK

The Civil Service Act was adopted in the City of Newark by referendum vote, the method prescribed by law, on November 8, 1910.

DEPARTMENT OF PUBLIC AFFAIRS

Unclassified

Mayor

Exempt Class

Deputy Director

Secretary to Director

Reason for Exemption

A competitive examination is not practicable for such deputy or first assistant

Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Chauffeur	Messenger
Clerk	Secretary, Executive
Clerk, Municipal Milk Depot	Stenographer
Clerk-Typist, Municipal Food Bureau	Supervisor, Soldiers and Sailors
Investigator of Rent Profiteering,	Municipal Aid Bureau
Special	Telephone Operator
Manager, Municipal Milk Depot	

(ALMS-HOUSE)*Competitive Class*

Carpenter	Gardner
Chef	Laundryman
Clerk	Matron
Clerk-Typist	Physician
Engineer, Steam	Statistician
Engineer, Steam and Electrical	Watchman
Fireman	

Non-Competitive Class

Driver
Farm Helper (1)

Orderly (1)
Nurse (1)

Seamstress (1)
Utilityman

Character of Services

Driving supply wagon
Performing general farm and garden work
Performing general helping
Performing ministrations to the comfort and well-being of the sick
Sewing and mending
Performing odd jobs

Labor Class

Farm Laborer

(PUBLIC BATHS)*Competitive Class*

Bath Attendant	Inspector
Engineer	Inspector and Recording Secretary
Fireman	Matron
Foreman, Construction and Repair	Superintendent
Guard, Life	Superintendent, Assistant

Labor Class

Cleaner

Laborer

(EMPLOYMENT BUREAU)*Competitive Class*

Clerk	Office Assistant, General
Inspector	Stenographer
Investigator	

(BUREAU OF HEALTH)

Competitive Class

Apothecary	Inspector, Food and Drug
Apothecary, Assistant	Inspector, Chief Food and Drug
Apothecary, Second Assistant	Inspector, Health (Female)
Attendant	Inspector, Meat
Bacteriologist	Inspector, Milk
Bacteriologist, Assistant	Inspector, Mosquito Work
Bacteriologist, Second Assistant	Inspector, Plumbing
Bookkeeper	Inspector, Sanitary
Chauffeur	Janitor
Chemist	Laboratory Assistant
Chief, Tuberculosis Clinic	Meteorologist
Chief, Tuberculosis Division	Nurse, Health
Chief, Disinfecting Corps	Nurse, Record
Chief, Plumbing Department	Nurse, Visiting
Clerk	Office Boy
Clerk, Infant Hygiene	Officer, Health
Clerk, License and Complaint	Operator, Multigraph
Clerk, Telephone	Physician, Health
Clerk-Typist	Porter
Copyist, Typewriter	Seamstress
Culture Collector	Secretary, Infant Hygiene
Custodian	Social Service Worker
Custodian, Night	Stenographer
Dentist	Superintendent, Bureau of Con-
Director, Infant Hygiene	tagious Diseases
Inspector	Telephone Operator
Inspector, Detailed Special	Veterinarian

Non-Competitive Class

Cook (1)
Director, Bureau of Mental Hygiene (1)
Director, Venereal Diseases (1)
Helper
Helper, Kitchen (1)
Laundress (1)
Maid (1)
Masseuse (2)
Masseur (1)
Orderly (4)
Porter (2)
Portress (2)
Stableman
Waiter (4)
Waitress (1)

Character of Services

Preparing for table use foods and vegetables
Directing the Bureau of Mental Hygiene
Directing the Bureau of Venereal Diseases
Performing odd jobs
Helping in kitchen
Performing general laundry work
Performing, under supervision, domestic tasks, such as cleaning, etc.
Massaging
Massaging
General helping
Performing odd jobs at Laboratory
Performing odd jobs
Caring for stable
Waiting on table
Waiting on table

Labor Class

Laborer	Scrubwoman
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(CITY HOME)*Competitive Class*

Accountant and Steward	Janitor and Relief Officer
Baker	Laundryman
Bandmaster	Matron
Cook	Nurse
Cottage Master	Parole Officer
Cottage Master and Physical In-	Physician
structor	Shoemaker
Engineer	Stenographer
Farmer	Superintendent
Fireman	Tailor
Instructor in Agriculture	Teacher
Instructor in Printing	Watchman

Non-Competitive Class

Cook
 Janitor and Barber (1)
 Matron (1)

Character of Services

Preparing for table use foods and
 vegetables
 General janitor's work and bar-
 bering
 Caring for dining hall

Labor Class

Laborer Laborer and Kitchen Help

(CITY HOSPITAL)*Competitive Class*

Admitting Officer	Matron
Anaesthetist	Messenger
Attendant	Nurse, Charge
Baker	Nurse, Operating Room
Bookkeeper	Office Assistant
Butcher	Painter
Carpenter	Pathologist
Chauffeur	Pathologist, Assistant to
Chauffeur, Assistant	Pharmacist
Chef	Physician, Resident
Cleaner	Physician, Chief Resident
Clerk	Principal
Clerk, Receiving Room	Principal, Assistant
Dietitian	Radiographer
Door Boy	Roentgenologist
Engineer	Stenographer
Engineer, Assistant	Storekeeper
Engineer, Chief	Superintendent
Engineer, Night	Superintendent, Assistant
Elevator Runner	Superintendent, Night
Fireman	Supervisor, Night
Fireman, Assistant	Supervisor, Operating Room
Helper, Boiler Room	Supervisor of Plumbing and Heat-
Historian	ing

Historian, Assistant
Inspector
Instructor
Janitor
Laundryman
Masseur

Telephone Operator
Technician
Utilityman, Electrical
Utilityman, General
Watchman, Night

Non-Competitive Class

Attendant, Charge (1)
Baker, Extra (1)
Cleaner (11)
Coal Passer

Cook (2)

Elevator Runner (9)
Floor Polisher (1)
Help, Food Car (2)
Help, Kitchen (10)
Help, Laundry (24)
Helper, Chef's (1)
Helper, Nurse's
Helper, Pharmacist's (1)
Helper, Store Room (2)
Housekeeper (1)
Maid, Ward (23)
Man, Ice (2)
Man, Ward (1)
Messenger, Night (1)
Nurses (46)
Orderly (34)
Pantry Girl (1)
Resident Interne Pathologist (1)
Porter (13)
Seamstress (1)
Seamstress, Assistant (1)
Supervisor of Linen Room (1)
Telephone Operator (1)
Utilityman (4)
Waitress (7)

Character of Services

Taking care of patients
Assisting Baker
General cleaning, etc.
Hauling coal, removing ashes and helping firemen
Preparing foods and vegetables for table use
Operating elevator
Polishing floors
Handling food car
Helping in kitchen
Assisting in laundry
Assisting chef
Assisting nurses
Assisting pharmacist
Assisting in store room
Taking care of dining room
Cleaning rooms, etc.
Taking charge of ice
Cleaning rooms, etc.
Running errands in the evening
General nursing
General helping
Assisting in pantry
Giving medical aid
General helping
Sewing and mending
Assisting seamstress
Having charge of linen room
Operating switchboard
Performing odd jobs
Waiting on table

Labor Class

Laborer

(FREE PUBLIC LIBRARY)

Unclassified

Members, Board of Trustees

Exempt Class

Assistant in Art Department

Reason for Exemption

The qualifications needed to fill this position are deemed to be such that would make it impracticable to fill through a Civil Service competitive examination

General Assistant in Foreign Branch	Impracticable to hold examination
Head of Art Department	Impracticable to hold examination
Head of Children's Room	Impracticable to hold examination
Head of Lending Department	In view of the special qualifications needed by the incumbent of this position and of the difficulty in obtaining properly qualified candidates
Head of Reference Department	On account of technical and peculiar qualifications needed to fill the position, which makes it impracticable to fill it through a Civil Service competitive examination

Competitive Class

Assistant, Children's Room	Head of Technical Department
Assistant, Library	Janitor
Assistant in Art Department, Special Cataloguer	Janitor, Head
Chief, Catalogue Department	Librarian
Elevator Man	Librarian, Assistant
Engineer	Librarian, School
Engineer, Chief	Messenger (above \$60 per month)
Expert, Educational	Messenger, Advanced
Fireman	Messenger and Exhibit Clerk
Head, Catalogue Department	Messenger and Press Operator
Head of Office Work	Secretary, Librarian's
Head of School Department	Stenographer

Non-Competitive Class

Messenger (24)

Character of Services

Taking books from shelves, returning them, labeling, etc.

(PLAYGROUNDS)*Competitive Class*

Caretaker	Playleader
Custodian, Assistant	Repairman
Custodian, Supervising	Secretary and Assistant Custodian
Director	Stenographer
Fireman	Superintendent
Inspector	Supervisor
Instructor	

Non-Competitive Class

Attendant (3)
Helper (4)

Instructor in Dancing (1)
Instructor in Drum, Fife and Bugle
Instructress in Music and Dancing

Character of Services

Performing odd jobs
Helping and instructing in boys' games
Instructing in dancing
Teaching
Teaching music and dancing

Labor Class

Cleaner

Laborer

(RELIEF OF POOR)*Unclassified*

Overseer of the Poor

Competitive Class

Bookkeeper

Clerk

Overseer of the Poor, Assistant

Statistician

Visitor

*Non-Competitive Class**Character of Services*

Superintendent of City Cemetery (1) Taking care of Burial of Dead
(Paid by fee)

CITY CLERK*Unclassified*

City Clerk

Competitive Class

Clerk

Clerk and Interpreter (Marriage License Bureau)

Messenger

Messenger, Assistant

Office Assistant

Secretary, Executive

Stenographer

Stenographer, Chief

Supervisor of Public Band Concerts

Typist

Watchman and Repairer

*Non-Competitive Class**Character of Services*

Cleaner, Dormitory (3) (Camp Newark) Cleaning of dormitories

Cook (1) (Camp Newark)

Preparing for table use foods and vegetables

Cook, Assistant (Camp Newark)

Assisting cook

Helper, Kitchen (1) (Camp Newark)

Helping in kitchen

Instructress (1) (Camp Newark)

General instructing

Laundress (1) (Camp Newark)

Performing hand or machine laundering

Life Saver (1) (Camp Newark)

Guarding lives

Matron (2) (Camp Newark)

Supervision of housework

Page (2)

Doing general messenger work

Physician, Examining (2) (Camp Newark)

Making physical examinations

Playhelper (4) (Camp Newark)

Assists in recreation

Visitor (3) (Camp Newark)

Inspection of the camp

Waitress (2) (Camp Newark)

Waiting on table

Watchman (3) (Camp Newark)

Guarding camp

LAW DEPARTMENT*Unclassified*

Attorney, City
Attorney, Assistant City

Counsel, City

Exempt Class

Legal Assistant

Reason for Exemption

Legal Assistant, Section XIII (2)

Competitive Class

Clerk
Messenger

Secretary, Executive
Stenographer

PARKS AND PUBLIC PROPERTY**(PUBLIC BUILDINGS)***Competitive Class*

Cabinet and General Repairer
Carpenter
Clerk
Cleaner, Aerial
Cleaner, Cuspidor
Cleaner, Window
Custodian
Elevator Attendant

Engineer
Engineer, Electrical
Engineer, Relief Steam
Fireman
Janitor
Oiler and Wiper
Telephone Operator
Watchman

Labor Class

Cleaner

Laborer

(PUBLIC MARKETS)*Competitive Class*

Clerk, Assistant
Clerk, Market

Policeman, Market

Non-Competitive Class

Cleaner

Character of Services

Keeping market clean

Labor Class

Foreman of Market Sweepers
Laborer

Market Sweeper

(PARKS)

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy Director	Inasmuch as a competitive examination is not practicable
Secretary to Director	Secretary to principal Executive Officer, Section XIII (4)

Competitive Class

Architect Superintendent	Painter
Clerk	Painter-Foreman
Messenger in Director's Office	Secretary, Executive

Labor Class

Laborer

(SHADE TREE)*Competitive Class*

Arboriculturist	Foreman, Assistant
Attendant at Comfort Station	Forester
Bookkeeper	Office Assistant
Clerk	Park Custodian
Caretaker	Stenographer and Typist
Foreman	Superintendent

*Non-Competitive Class**Character of Services*

Attendant at Comfort Station (1)	Taking care of Station (irregular work)
Cleaner (1)	Cleaning, etc.
Driver (2)	Driving horses
Helper (1)	Doing odd jobs
Watchman, Night (1)	Watching grounds at night

Labor Class

Laborer	Tree Trimmer
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(SMOKE ABATEMENT)*Unclassified*

Smoke Inspector

Competitive Class

Clerk

(WEIGHTS AND MEASURES)*Competitive Class*

Assistant Sealer Superintendent of Measures	Weights and	Supervising Inspector
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REVENUE AND FINANCE*Unclassified*

Sinking Fund Commissioner

Exempt Class

Deputy Director

Secretary to Director

Reason for Exemption

A competitive examination is not practicable
Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Clerk
Chauffeur
Examiner of Bonds
Interpreter

Overseer of Election Property
Secretary, Executive
Surveyor, Assistant

(AUDITOR OF ACCOUNTS)*Unclassified*

Auditor

*Competitive Class*Bookkeeper
Clerk

Stenographer and Clerk
Verifying Examiner

(ASSESSMENTS)*Competitive Class*Assistant
Clerk

Clerk and Surveyor

(DEPARTMENT OF COMPTROLLER)*Unclassified*

Comptroller

Exempt Class

Secretary to Comptroller

Reason for Exemption

Secretary to Principal Executive Officer, Section XIII (4)

Competitive Class

Bill Maker	Draughtsman
Bookkeeper	Messenger
Cashier	Rodman
Clerk	Searcher
Counter Clerk	Stenographer

(MARTIN ACT DEPARTMENT)*Competitive Class*

Clerk

Stenographer

*Non-Competitive Class**Character of Services*

Title Searcher

Looking up public titles (Two months each year)

(RECEIVER OF TAXES)*Unclassified*

Receiver of Taxes

Competitive Class

Cashier,
Cashier, Assistant
Cashier, First Assistant
Clerk
Clerk, Chief

Clerk and Interpreter
Deputy Tax Collector
Supervisor, Fiscal
Typewriter
Wahl-Machine Operator

(TAX BOARD)*Competitive Class*

Assistant Assessor
Clerk
Clerk, Chief
Messenger
Rodman

Stenographer
Supervisor, Tax Bureau
Surveyor
Surveyor, Assistant

(CITY TREASURER)*Unclassified*

City Treasurer

Competitive Class

Bookkeeper

Clerk

**DEPARTMENT OF PUBLIC SAFETY
(BUILDING DEPARTMENT)**

Unclassified

Superintendent

Competitive Class

Clerk	Inspector, Iron Work
Clerk, Assistant	Inspector, Masonry and Carpentry
Examiner, Plan and Application	Inspector of Complaints
Inspector, Building	Office Assistant
Inspector, Carpentry	Stenographer
Inspector, Electrical	Superintendent, Assistant
Inspector, Assistant Electrical	Telephone Operator

(FIRE DEPARTMENT)

Exempt Class

Reason for Exemption

Chaplain

Inasmuch as a competitive examination would be impracticable

Competitive Class

Assistant	Linemen, Foreman of
Blacksmith	Mechanic, Expert
Captain	Mechanic of Motor Vehicles,
Carpenter	Chief
Chief, Battalion	Messenger
Chief, Deputy	Office Boy
Clerk	Plumber
Clerk, Chief	Stableman
Electrician	Stenographer
Engineer, Chief	Superintendent of Repairs
Fireman	Superintendent of Telegraph
Helper, Machinist's	Superintendent of Telegraph,
Inspector of Apparatus	Assistant
Inspector of Combustibles	Surgeon and Medical Examiner
Inspector of Complaints	Telegraph Operator
Janitor	Veterinarian
Lineman	Watchman at Repair Shop, Night

(ALL LICENSES—EXCEPT JITNEY)

Competitive Class

License Inspector

License Inspector, Assistant

(BUREAU OF POLICE)

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to Commissioner	Secretary to Principal Executive Officer, Section XIII (4)
Chaplain	A competitive examination would be impracticable

Competitive Class

Attendant	Matron, Assistant
Captain	Painter
Chauffeur	Patrolman
Chief of Police	Police Woman
Clerk	Sergeant
Clerk, Deputy (1st Criminal Court)	Stenographer
Clerk, Identification	Superintendent of Police Signal System
Inspector of Police	Surgeon
Interpreter, 3rd Criminal Court	Telegraph Operator
Lieutenant	Telephone Operator
Lineman	
Matron	

STREETS AND PUBLIC IMPROVEMENTS**(EXECUTIVE BUREAU)**

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy Director	A competitive examination is not practicable

Competitive Class

Attendant, Office	Engineer, Deputy Chief
Clerk	Mechanic, Assistant
Clerk and Stenographer, Assistant	Messenger
Draughtsman	Paymaster
Engineer, Chief	Stenographer

(BUREAU OF DOCKS)*Competitive Class*

Principal Assistant Engineer

(CONSTRUCTION DIVISION)*Competitive Class*

Brakesman	Helper
Engineer, Crane	Inspector—B
Engineer, Locomotive	Inspector, Dock Construction
Fireman, Locomotive	Paver
Foreman	Watchman

Labor Class

Laborer	Tool Keeper
Laborer-Watchman	

(ENGINEERING DIVISION)

Competitive Class

Draughtsman
Engineer, Assistant

Rodman
Transitman

(OPERATING DIVISION)

Competitive Class

Inspector
Inspector and Timekeeper
Motor Boat Operator

Rodman
Timekeeper
Watchman

*Non-Competitive Class**Character of Services*

Wharfmaster (1)

Taking care of wharf

(REAL ESTATE DIVISION)

Competitive Class

Special Agent

(BUREAU OF GENERAL SERVICE)

(OFFICE OF GENERAL SUPERINTENDENT)

Competitive Class

Bookkeeper
Clerk
Stenographer

Superintendent, General
Timekeeper

(PUBLIC LIGHTING)

Competitive Class

Clerk
Helper
Inspector
Inspector of Gas and Gas Meters
Inspector, Special
Repairman

Repairman, Gas Lamp
Rodman
Superintendent of Gas Street
Lighting
Supervisor, Public Lighting
Supervisor, Traffic

Labor Class

Lamp Lighter

(STABLE DIVISION)

Competitive Class

Blacksmith
Carpenter
Helper, Blacksmith's
Machinist

Painter
Superintendent
Superintendent, Assistant

Labor Class

Driver
Driver's Helper

Harness Maker
Stableman

(STREET CLEANING AND REFUSE COLLECTION DIVISION)

Competitive Class

Clerk
Foreman
Foreman, Assistant
Stenographer

Superintendent
Superintendent, Assistant
Supervisor of Street Cleaning
Timekeeper

Labor Class

Driver

Laborer

(BUREAU OF SEWERS)

Competitive Class

Engineer in Charge

(ENGINEERING DIVISION)

Competitive Class

Engineer, Assistant
Engineer, Principal Assistant

Inspector, Sewer
Rodman

(MAINTENANCE AND REPAIR DIVISION)

Competitive Class

Bookkeeper
Clerk
Detailman

Foreman
Foreman and Mason
Superintendent

Non-Competitive Class

Gate Tender (1)

Character of Services

Having charge of Gate

Labor Class

Driver
Driver's Helper
Laborer

Shoveler
Utilityman

(PUMPING STATION)*Competitive Class*

Engineer, Assistant Stationary	Fireman
Engineer, Principal Stationary	Inspector, Tap

(BUREAU OF STREETS)*Competitive Class*

Engineer in Charge

(ENGINEERING DIVISION)*Competitive Class*

Engineer, Assistant	Helper, Chemist's
Engineer, Principal Assistant	Rodman
Helper	Transitman

(MAINTENANCE AND REPAIR DIVISION)*Competitive Class*

Bookkeeper	Kettleman
Engineer, Assistant	Paver
Engineer, Steam Dredge	Plant Engineer and Foreman
Foreman	Rollerman
Inspector and Foreman	Superintendent

*Non-Competitive Class**Character of Services*

Keeper of Stone Yards (1)	Taking care of stone yards
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Labor Class

Driver	Rammer
Helper	Watchman
Laborer	

(BUREAU OF WATER)*Competitive Class*

Engineer and Superintendent

(ACCOUNTING DIVISION)*Competitive Class*

Accountant, Assistant	Clerk
Accountant, Chief	Clerk, Meter Ledger
Assessor and Adjuster	Inspector
Assessor and Adjuster, Assistant	Inspector, Chief
Bookkeeper	Inspector, Meter Reader
Bookkeeper, Assistant	Meter Reader
Cashier	Stenographer
Cashier and Searcher, Assistant	

(AUTOMOBILE DIVISION)

*Competitive Class*Auto Mechanic
ChauffeurClerk
Garage Cleaner*Non-Competitive Class*

Garage Man (1)

Character of Services

Taking care of Garage

(CONSTRUCTION AND REPAIR DIVISION)

*Competitive Class*Carpenter
Clerk, Stock
Engineer of Locomotive Crane
Flusher
Foreman
Foreman, Assistant
Helper, General
Helper, Plumber's
Inspector
Inspector of Manufacture of PipeMason
Mechanic, Expert
Office Assistant, General
Paver
Plumber
Repairman
Searcher
Stock Keeper, Factory
Tapper
Telephone Operator*Labor Class*Driver
Flusher
Helper on Wagon
LaborerLaborer, Special
Utilityman
Watchman

(ENGINEERING DIVISION)

*Competitive Class*Bookkeeper
Clerk
Clerk-Typist
Engineer, Assistant
Engineer, Principal Assistant
Engineer and Superintendent
InspectorLeveler
Rodman
Stenographer and Clerk
Telephone Operator
Telephone Operator and Watchman
Transitman

(METER LABORATORY DIVISION)

*Competitive Class*Chief, Meter Laboratory
Inspector
Office Assistant and Telephone
OperatorMeter Repairman
Meter Repairman, Head
Meter Tester*Labor Class*

Laborer

Watchman

(STABLE DIVISION)*Labor Class*

Chauffeur
Driver
Stableman

Stableman, Head
Supervisor of Stables
Watchman

(WATERSHED DIVISION)*Competitive Class*

Carpenter
Chemist
Foreman
Inspector
Keeper of Rain Gauge

Laboratory Assistant
Reservoir Keeper
Reservoir Keeper, Assistant
Superintendent, Watershed
Telephone Operator

Non-Competitive Class

Carpenter (1)
Mechanical Engineer (1)
Reporting Physician (1)

Character of Services

General carpenter work
Engineering work
Reporting cases of accidents and illness

Labor Class

Laborer

SCHOOL DISTRICT OF NEWARK

The Civil Service Act was adopted in the Newark School District by referendum vote, the method prescribed by law, on November 5, 1912

ATTENDANCE DEPARTMENT*Competitive Class*

Attendance Officer
Clerk, School Census
Stenographer

Supervisor
Supervisor of Attendance, Assistant

CONSTRUCTION DEPARTMENT — ENGINEER'S DIVISION

Unclassified

Supervising Engineer

Exempt Class

Chief Clerk and Stenographer

*Reason for Exemption*Clerk of Department, Section XIII
(3)*Competitive Class*Clerk
Clerk, Assistant
Clerk, Chief
Draughtsman
Draughtsman and Inspector
Electrician
Engineer, AssistantForeman, General
Office Boy
Plumber
Steamfitter
Stenographer
Utilityman, General*Non-Competitive Class*Janitress
Plumber's Helper (1)*Character of Services*Cleaning, etc.
Performing work of apprentice
and assistant journeyman in the
trade of plumbing*Labor Class*

Gardener

Laborer

JANITOR'S DEPARTMENT

*Competitive Class*Fireman
Janitor

Janitress

MEDICAL INSPECTION DEPARTMENT

Unclassified

Supervisor of Medical Inspection

Exempt Class

Psychologist

*Reason for Exemption*Inasmuch as the position called for
a person with special training
and unusual qualifications, a
competitive examination would
be impracticable*Competitive Class*Bookkeeper, Assistant
Dental Operator
Dentist
Inspector, Medical
Inspector, Sanitary
Inspector, Assistant SanitaryNurse, School
Ophthalmologist, Assistant
Psychologist, Assistant
Stenographer
Supervisor, Assistant to

REPAIR DEPARTMENT*Competitive Class*

Carpenter
Clerk
Clerk, Assistant
Driver
Foreman, General
Foreman, Painter
Foreman, Shop

Inspector, Painting
Painter
Plumber
Plumber's Helper
Steamfitter's Helper
Supervisor of Repairs

Non-Competitive Class

Painter's Helper

Character of Services

Performing the work of an apprentice and assisting journeyman in the trade of painting

Labor Class

Laborer

SECRETARY'S DEPARTMENT*Unclassified*

Counsel

Secretary

Competitive Class

Bookkeeper
Bookkeeper, Assistant
Clerk
Clerk, Junior

Clerk and Stenographer
Office Boy
Secretary, Assistant
Stenographer

CITY SUPERINTENDENT'S DEPARTMENT*Unclassified*

City Superintendent
City Superintendent, Assistant

City Superintendent, First Ass't.
Custodian of School Moneys

Competitive Class

Clerk
Clerk, Assistant
Clerk, Junior
Clerk-Typist

Librarian
Office Boy
Stenographer
Steno-Typist

SUPPLIES DEPARTMENT*Competitive Class*

Bookkeeper
Bookkeeper, Assistant
Carpenter
Chauffeur

Clerk, Stores
Driver
Mechanic
Office Boy

Clerk
 Clerk, Assistant
 Clerk, Assistant Order
 Clerk, Assistant Stores
 Clerk, Junior
 Clerk, Order

Stenographer
 Superintendent of Supplies
 Superintendent of Supplies, As-
 sistant
 Supervisor of Equipment

Labor Class

Laborer

CITY OF PATERSON

The Civil Service Act was adopted in the City of Paterson by referendum vote, the method prescribed by law, on November 5, 1912.

BOARD OF ALDERMEN

Unclassified

Aldermen
 Clerk to Board of Aldermen

Mayor
 Tax Assessor

Exempt Class

Clerk to Tax Assessors
 Secretary to Mayor

Reason for Exemption

Clerk to Board, Section XIII (3)
 Secretary to Principal Executive
 Officer, Section XIII (4)

Competitive Class

Clerk
 Clerk, Assistant
 Inspector, Dance Hall

Inspector, Chief Dance Hall
 Poundmaster
 Registrar of Licenses

BOARD OF FINANCE

Unclassified

City Attorney
 City Clerk
 City Comptroller and Comptroller
 of Sinking Fund

City Counsel
 City Treasurer
 Finance Commissioner
 Tax Receiver

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Clerk of Finance Board	Clerk to Board, Section XIII (3)
Deputy Tax Receiver	Deputy or First Assistant
Secretary to Tax Receiver	Secretary to Principal Executive Officer, Section XIII (4)
Secretary to Treasurer	Secretary to Principal Executive Officer, Section XIII (4)
Treasurer of Sinking Fund	On the ground that it is incidental to and connected with the position of City Auditor, the one person filling both positions, and also because the salary to be paid for this position is to be the sum of \$300 per annum, and in view of the above facts a Civil Service examination would be impracticable

Competitive Class

City Auditor	Clerk in Tax Office
Clerk to City Auditor	Clerk and Stenographer
Clerk to Comptroller	Personal Tax Collector
Clerk to Purchasing Board	

*Non-Competitive Class**Character of Services*

Secretary to Purchasing Board (1)	Performing General Clerical work
Secretary to Sinking Fund	Performing General Stenographic work
Secretary to Sinking Fund, Assistant (1)	Performing Clerical work in connection with Sinking Fund
Stenographer to City Attorney (1)	Performing Stenographic work in City Attorney's Office
Stenographer to City Counsel	Performing General Stenographic work

FIRE DEPARTMENT*Competitive Class*

Captain	Engineer
Chief, 1st Battalion	Engineer, Chief
Chief, 2nd Battalion	Fireman
Chief, 3rd Battalion	Lineman
Chief, Deputy	Operator
Detective and Official Photographer	Superintendent of Fire Alarm

FIRE AND POLICE COMMISSIONERS*Unclassified*

City Physician	Fire and Police Commissioner
City Veterinarian	Sealer of Weights and Measures

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Clerk of Board	Clerk of Board, Section XIII (3)
<i>Competitive Class</i>	
City Pharmacist	Clerk to Building Inspector
City Physician, Assistant	Inspector, Building
City Weigher	Superintendent, Out-Door Relief

DEPARTMENT OF HEALTH

Unclassified

Health Commissioner	Health Officer
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary, Board of Health	Secretary of Board, Section XIII (3)
Visiting Nurse	The position is filled by a person who is paid jointly by the city of Paterson and also by voluntary contributions received by the Charity Organization Society of Paterson, and who is also appointed by the society, and for further reason that it is not a continuous employment

Competitive Class

Attending Physician, Isolation Hospital	Matron, Isolation Hospital
Driver, Ambulance	Stenographer
Engineer, Isolation Hospital	Superintendent, Isolation Hospital
Inspector, Plumbing	Supervising Nurse at Isolation Hospital
Inspector, Sanitary	Veterinary Officer and Inspector of Foods and Drugs
Inspector, Sanitary and Inspector of Foods and Drugs	

Non-Competitive Class

Cook, Isolation Hospital (1)
 Extra Help (3)
 Laundress, Isolation Hospital

Maid (1)
 Nurse, Isolation Hospital (7)

Nurse, Relief (1)

Orderly, Isolation Hospital (1)
 Watchman (1)

Character of Services

Preparing food for table use, etc.
 Performing odd jobs
 Performing hand or machine laundering
 Performing general housework
 Performing routine ministrations to the comfort and well-being of the sick
 Performing routine ministrations to the comfort and well-being of the sick
 Keeping the wards in order
 Guarding building from fire, theft, etc.

PUBLIC LIBRARY*Competitive Class*

Assistant, Evening
Cataloguer, Extra
Chief, Cataloguing Department
Chief, Children's Department
Chief, Delivery Department
Librarian
Librarian, Assistant

Librarian, Branch
Librarian, Reference
Librarian, Evening Reference
Librarian's Secretary and Office
Assistant
Janitor

Non-Competitive Class

Assistant, Extra (2)
Attendant, Reading Room (2)
Boy (8)

Janitor (4)—\$540 yr.

Character of Services

Assisting in general
Attending Reading Room
Performing general messenger
work
Cleaning, etc.

Labor Class

Scrubwoman

PUBLIC PARKS*Exempt Class*

Secretary

Reason for Exemption

Secretary of Board, Section XIII
(8)

Competitive Class

Bath House Keeper
Caretaker
Foreman

Inspector
Superintendent
Superintendent, Assistant

Labor Class

Cleaner at Comfort Station
Laborer
Laborer and Chauffeur
Laborer, Common

Laborer, Expert
Tree Climber
Tree Pruner
Water Boy

POLICE DEPARTMENT*Unclassified*

Prosecutor in Police Recorder's Recorder
Court

Competitive Class

Captain Detective Bureau	Electrician and Telegraph Line-
Captain of Police	man
Chauffeur	Janitor
Chief of Police	Lieutenant of Police
Chief's Secretary	Lineman
Clerk	Matron
Clerk in Recorder's Court	Mechanician
Detective	Patrolman
Detective Sergeant	Patrol Driver
Detective and Official Photographer	Sergeant of Police

BOARD OF RECREATION COMMISSIONERS*Unclassified*

Commissioner

*Exempt Class**Reason for Exemption*

Secretary

Secretary of Board, Section XIII
(3)*Competitive Class*

Caretaker	Instructor, Skating Rink
Director	Superintendent of Recreation
Director, Assistant	

*Non-Competitive Class**Character of Services*

General Utilityman (1)

Performing odd jobs

Labor Class

Laborer

IN-DOOR RELIEF*Competitive Class*

Engineer	Matron
Farmer	Superintendent
Fireman	

*Non-Competitive Class**Character of Services*

Baker	Preparing and baking of bread, etc.
Cook (2)	Preparing food for table use, etc.
Farmer, Truck (1)	Truck farming
Helper (3)	Assisting in general work
Janitor (1)	Cleaning, etc.
Kitchenman (1)	Assisting with the preparation of meals, washing dishes, etc.
Assistant Matron (1)	Assisting with the work of the Matron
Nurse (1)	Performing routine ministrations to the comfort and well-being of the sick
Stableman	Taking care of Stable
Teamster (1)	Driving

Labor Class

Barn-Man
Farm Hand

Laborer

DEPARTMENT OF STREETS

Unclassified

Public Works Commissioner

Street Commissioner

Competitive Class

Chauffeur
Clerk to Street Commissioner
Clerk and Draughtsman, Record
Engineer
Engineer, City
Engineer, Assistant City
Engineer, Destructor Plant
Engineer, Roller
Foreman
Foreman, Stable
Inspector
Inspector, Garbage
Inspector, Sewers
Inspector, Sewer and Street

Inspector, Sidewalk
Inspector, Street
Inspector, Street Opening
Janitor
Paver
Rodman
Stenographer
Stenographer to City Engineer
Superintendent of Destructor's
Plant
Surveyor
Transitman
Truck Driver

Non-Competitive Class

Caretaker
Cleaner at Comfort Station (2)
Assistant Stableman (3)

Character of Services

Cleaning, etc.
Taking care of Comfort Station
Working about Stable

Labor Class

Driver
Furnace Tender

Laborer
Street Cleaner

BOARD OF PUBLIC WORKS

Unclassified

Commissioner

Competitive Class

Foreman, Sewer Department
Inspector, Jitney Bus

Stenographer

Non-Competitive Class

Matron (1)

Character of Services

Cleaning, inspecting, etc.

VILLAGE OF SOUTH ORANGE

The Civil Service Act was adopted in the Village of South Orange by referendum vote, the method prescribed by law, on November 7, 1911.

FIRE*Unclassified*

Chief of Fire Department

Competitive Class

Engineer, Assistant
Engineer, Chief

Fireman

BOARD OF HEALTH*Exempt Class*

Secretary

Reason for Exemption

Secretary of Board, Section XIII
(3)

Competitive Class

Inspector

Utilityman

Non-Competitive Class

Counsel (1)
Diagnostician (1)
Disinfecter

Character of Services

Acting as Lawyer of Board
Diagnosing communicable diseases
Disinfecting, collecting samples,
etc.
Performing odd jobs

Utilityman, General (1)

Labor Class

Laborer

POLICE*Unclassified*

Police Justice

Competitive Class

Constable
Marshal
Patrolman

Sergeant
Surgeon, Police

BOARD OF RECREATION COMMISSIONERS

<i>Unclassified</i>	
Members of Commission	
<i>Competitive Class</i>	
Caretaker	
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Instructress (1)	Teaching games, dancing, etc.
<i>Labor Class</i>	
Laborer	

SEWERS

<i>Competitive Class</i>	
Inspector	Superintendent of Sewers
<i>Labor Class</i>	
Laborer	

STREETS AND HIGHWAYS

<i>Competitive Class</i>	
Carpenter	Inspector, Road
Engineer, Steam Roller	Superintendent, Acting
<i>Labor Class</i>	
Laborer	

VILLAGE OFFICERS

<i>Unclassified</i>	
Clerk to Board of Assessments	Members of Board of Assessments
Counsel, Village	Police Justice
<i>Competitive Class</i>	
Clerk to Collector of Taxes	Inspector, Board of Health
Clerk, Village	Overseer of Poor
Engineer, Municipal	Stenographer and Typewriter
Foreman of Sewers and Streets	Treasurer, Village
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Collector of Taxes (1)	Collecting taxes
Collector of Water Rates (1)	Collecting water rates
Inspector, Building (\$300 per year)	Inspecting and examining build-
(1)	ings and issuing permits
Office Assistant	Assisting with the general clerical work of the office.

WATER*Competitive Class*

Engineer
 Engineer, Assistant
 Fireman
 Fireman-Watchman

Pipe Caulker and Laborer
 Plumber for Extra Work
 Superintendent of Water Dept.
 Watchman

*Non-Competitive Class**Character of Services*

General Office Assistant

Assisting with the general clerical
 work of the office

Labor Class

Laborer

CITY OF TRENTON

The Civil Service Act was adopted in the City of Trenton by referendum vote, the method prescribed by law, on November 7, 1911.

DEPARTMENT OF PUBLIC AFFAIRS*Unclassified*

Attorney, City
 Clerk, City
 Counsel, City

Director
 Superintendent of Outdoor Relief

*Exempt Class**Reason for Exemption*

Secretary to the Mayor

Secretary to Principal Executive
 Officer, Section XIII (4)

Competitive Class

City Clerk, Assistant
 Clerk of Law Department
 Dentist
 Fireman of Tuberculosis Hospital
 Harbor Master
 Market Master
 Matron at Almshouse
 Nurse, Supervising, Municipal
 Colony
 Nurse, Supervising, Tuberculosis
 Hospital
 Overseer of the Poor, Assistant

Physician, City
 Physician, Assistant City
 Secretary to City Counsel and
 Clerk to Law Department
 Stenographer to the Mayor
 Superintendent of Indoor Relief
 Superintendent of Tuberculosis
 Hospital
 Superintendent of Tuberculosis
 Hospital, Assistant
 Superintendent of Weights and
 Measures

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Attendant, Dental Clinic	Assisting Dentist and keeping instruments clean
Clerk at Almshouse (1)	Performing general clerical work
Cook, Municipal Hospital	Preparing for table use foods and vegetables
Cook, Tuberculosis Hospital (4)	Preparing for table use foods and vegetables
Gardener, Tuberculosis Hospital	Performing general garden work
Handyman, Tuberculosis Hospital	Performing odd jobs
Helper at Almshouse (2)	Performing odd jobs
Helper, Municipal Hospital (1)	Performing odd jobs
Helper, Tuberculosis Hospital (2)	Performing odd jobs
Housekeeper at Almshouse (1)	Performing general housekeeping
Housekeeper, Municipal Hospital	Performing general housekeeping
Housekeeper, Tuberculosis Hospital (1)	Performing general housekeeping
Laundryman, Municipal Hospital (1)	Performing hand or machine laundering
Laundress, Tuberculosis Hospital	Performing hand or machine laundering
Maid at Almshouse (1)	Performing general housework
Maid, Municipal Hospital	Performing general housework
Maid, Tuberculosis Hospital (2)	Performing general housework
Man of all Work, Tuberculosis Hospital	Performing odd jobs
Nurse at Almshouse (2)	Performing general nursing
Nurse at Municipal Hospital (3)	Performing general nursing
Nurse at Tuberculosis Hospital (5)	Performing general nursing
Orderly, Almshouse	Performing odd jobs
Orderly, Tuberculosis Hospital	Performing odd jobs

PUBLIC LIBRARY

<i>Competitive Class</i>	<i>Character of Services</i>
Assistant, General	Librarian
Assistant, Senior	Librarian, Children's
Cataloguer, Assistant	Librarian of Branch
Cataloguer, Chief	Librarian, Reference
Chief of Children's Department	Page (\$420 per annum)
Chief of Circulation Department	Page and General Assistant
Engineer and Janitor	Stenographer
Janitor	Typist and Assistant
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Bookkeeper (1)	Keeping a record of business transaction
Cleaner (Part Time) (1)	Cleaning, sweeping, dusting, etc.
Page (Part Time) (14)	Performing shelf work, etc.

PARKS AND PUBLIC PROPERTY (MUNICIPAL BUILDING)

Unclassified

Director of Parks and Public Prop-
erty

Competitive Class

Cleaner
Custodian
Elevator Operator
Engineer

Fireman, Stationary
Telephone Operator
Utilityman
Watchman and Fireman, Night

Non-Competitive Class

Lawn Attendant (1)

Character of Services

Caring for lawns

Labor Class

Cleaner (25c per hour)

(PARKS)

Exempt Class

Secretary

Reason for Exemption

Secretary to Principal Executive
Officer, Section XIII (4)

Competitive Class

Engineer, Park and Landscape

Superintendent of Parks, Assistant

Non-Competitive Class

Attendant, Animal House
Attendant, Bath House, at Log Basin
Caretaker (1)
Flag Raiser (4)

Caring for the Animals, etc.
Taking care of Bath House
Taking care of grounds
Raising flag in the morning and
lowering at night
Taking care of grounds
Caring for Animals, etc.
Operating lawn-mower during
summer months
Patrolling Mahlon-Stacy Park
Performing odd jobs

Guard (3)
Guard, Deer Park (1)
Operator, Lawn Motor

Officer, Special (3)
Utilityman (2)

Labor Class

Laborer
Stableman

Teamster

(PLAYGROUNDS)

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Carpenter	Performing general carpentry
Director, Baseball	Directing Boys' League
Instructor (2)	Instructing in games
Instructor, Swimming (3)	Instructing in swimming
Janitor (3)	Performing general utility work
Principal (9)	Instructing in games
Principal and Baseball Director (1)	Instructing in games and directing Baseball League
Secretary	Taking care of correspondence, etc. for Supervisor
Supervisor, Assistant	Assisting Supervisor
Supervisor, Playground	General supervising and directing of playgrounds
Utilityman (1)	Performing odd jobs
Vice-Principal	Instructing in games
Watchman	Guarding grounds

REVENUE AND FINANCE*Unclassified*

Assessor	Receiver of Taxes
Comptroller	Treasurer
Director	

*Exempt Class**Reason for Exemption*

Secretary	Secretary to Principal Executive Officer, Section XIII (4)
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Competitive Class

Bookkeeper	Clerk, Water Department
Clerk, Assessors' Department	Collector, Delinquent Tax
Clerk, Chief	Comptroller, Deputy
Clerk to Comptroller	Clerk and Stenographer
Clerk, Tax Receiver's Office	Receiver of Taxes, Deputy
Clerk, Treasurer's	Secretary-Treasurer, Water Dept.

PUBLIC SAFETY*Unclassified*

Director

*Exempt Class**Reason for Exemption*

Secretary	Secretary to Principal Executive Officer, Section XIII (4)
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Competitive Class

Inspector, Building
Inspector, Assistant Building

Inspector, Excise
Stenographer

Non-Competitive Class

Dog Catcher (1)

Character of Services

Catching unlicensed dogs

(FIRE DEPARTMENT)*Competitive Class*

Chief
Chief, Assistant
Chief, Battalion
Captain
Chauffeur
Engineer
Fireman
Lieutenant

Lineman, Fire Alarm
Lineman, Assistant, Fire Alarm
Secretary
Superintendent, Fire Alarm
Superintendent of Machinery
Superintendent, Assistant, of
Machinery

Non-Competitive Class

Laundress (2)
Surgeon (1)
Veterinarian (1)

Character of Services

Laundering house linen
Performing medical duties
Treating diseases and injuries of
horses

(DEPARTMENT OF FIRE AND POLICE)*Competitive Class*

Lineman, Assistant, Fire Alarm and Police Telegraph Systems	Superintendent, Fire Alarm and Police Telegraph Systems
Lineman, Fire Alarm and Police Telegraph Systems	

(DEPARTMENT OF GARBAGE AND ASHES)*Competitive Class*

Chauffeur
Clerk
Fireman
Horseshoer and Blacksmith

Night Watchman
Repairman
Stable Boss
Superintendent

Non-Competitive Class

Blacksmith's Apprentice
Stableman (1)

Character of Services

Assisting blacksmith
Taking care of stable

Labor Class

Cleaner
Driver

Laborer

(DEPARTMENT OF HEALTH)*Competitive Class*

Clerk	Inspector of Meats
Clerk to Health Officer	Inspector of Plumbing
Clerk to Health Officer and Registrar of Vital Statistics	Inspector, Sanitary
Health Officer	Inspector, Chief Sanitary
Inspector, Dairy	Stenographer
	Welfare Nurse

Non-Competitive Class
Process Server (1)

Character of Services
Serving notices for Department

(POLICE DEPARTMENT)*Unclassified*

Judge

Competitive Class

Captain	Roundsman
Captain of Detectives	Second Assistant of Police Telegraph
Chauffeur	Sergeant
Chief	Sergeant, Detective
Clerk	Stableman
First Assistant of Police Telegraph	Stenographer
Janitor	Superintendent of Police Telegraph
Lineman	Surgeon
Machinist, Chauffeur	Understableman
Mechanic	
Patrolman	
Police Woman	

Non-Competitive Class
Janitress (1)
Psychologist (1)

Character of Services
Cleaning station
Performing psychological tests

DEPARTMENT OF STREETS AND PUBLIC IMPROVEMENTS*Unclassified*

Director

(CITY ENGINEER'S OFFICE)*Competitive Class*

Chemist, City	Engineer of Sewers and Water
Clerk of Street Department	Inspector, Sewer
Clerk-Stenographer	Inspector, Street
Clerk, Transfer and Office	Rodman

Draughtsman	Superintendent of Sewer Maintenance
Draughtsman and Mechanical Engineer	Superintendent of Streets
Engineer, Assistant	Superintendent of Streets, Assistant
Engineer, Civil	Surveyor
Engineer of Streets	Transitman
Engineer of Streets, First Assistant	
Engineer of Sewers	

Non-Competitive Class

Handyman

Character of Services

Running automobile, gasoline engines and pumps, also working as carpenter, etc.

(STREETS)

Competitive Class

Chauffeur	Paver
Engineer at Asphalt Plant	Superintendent of Asphalt Repairs
Foreman	Utilityman (Sidewalk Clerk)
Inspector, Sidewalk	

Labor Class

Cart	Laborer, Asphalt
Driver	Leveler, Dump
Helper, Paver's	Sweeper
Hostler	Team
Laborer	Watchman

(SEWER MAINTENANCE)

Competitive Class

Sewer Inspector

Labor Class

Laborer

(DEPARTMENT OF WATER)

Competitive Class

Assistant Timekeeper and Assistant on Maps	Inspector
Blacksmith and Tool Dresser	Inspector and Pitometer Man, Chief
Carpenter	Meter Man
Caulker	Meter Reader
Chauffeur	Meter Repairman
Chemist and Assistant Superintendent of Filtration Plant	Paver
	Paver, Foreman

Clerk	Plumber
Clerk, Assistant Stock	Sheather-Caulker
Draughtsman	Superintendent
Foreman	Tapper
Foreman, Reservoir	Treasurer—Water Department
Helper, Carpenter's	Utilityman
House Inspector	Utility-Meterman
House Inspector and Meter Reader	Yardman

Non-Competitive Class

Utilityman (2)

Character of Services

Performing odd jobs

Labor Class

Laborer

(DEPARTMENT OF WATER— PUMPING STATION)

Competitive Class

Engineer	Fireman, Assistant
Engineer at Pumping Station, Chief	Fireman and Pump Repairer
Engineer, First Assistant	Helper (Inside)
Engineer, Gas	Repairer
Engineer, Second Assistant	Weigher
Fireman	

Non-Competitive Class

Helper (1)

Character of Services

Taking care of buildings and grounds

Labor Class

Laborer

(FILTRATION PLANT)

Competitive Class

Bacteriologist	Filter Attendant
Electrician	

Labor Class

Laborer

APPENDIX II.

Rules of the New Jersey State Civil Service Commission

Adopted September 22, 1919

In the exercise of the power conferred upon the Civil Service Commission under the provisions of Section 8, Chapter 156, P. L. 1908, the following rules for the regulation of the Classified Civil Service of the State of New Jersey and the various civil divisions thereof, operating under the provisions of the Civil Service Act, are hereby adopted.

Signed, JOHN D. PRINCE, President.
EDWARD H. WRIGHT,
WILLIAM D. NOLAN,
WILLIAM K. DEVEREUX,
MAX MILLER.

RULE I.

THE UNCLASSIFIED SERVICE AND THE CLASSIFIED SERVICE.

SECTION I. THE CIVIL SERVICE—HOW DIVIDED: The Civil Service of this State and of the municipalities thereof when and as they may adopt in the manner prescribed the provisions of the Civil Service Law shall be divided into the Unclassified Service and the Classified Service.

SECTION II. THE UNCLASSIFIED SERVICE: The Unclassified Service shall not be subject to any of the provisions of the Civil Service Law and shall include:

- All officers elected by popular vote;
- All officers appointed by the Governor, with or without the advice and consent of either or both branches of the Legislature;
- All officers and employes appointed by either or both branches of the Legislature;
- All election officers;
- All heads of departments;
- All assistant prosecutors of the pleas;

- All heads of departments of the State government and members of commissions and boards thereof;
- All appointments of the mayor and, also, heads of departments and members of commissions and boards elected by the board of aldermen, common council or other governing body of the municipalities that may adopt the provisions of the Civil Service Law;
- All law officers of any municipality that may adopt the provisions of the Civil Service Law;
- All officers, non-commissioned officers, enlisted men and other persons employed in the military or naval service of the State;
- All superintendents of, teachers and instructors in the public schools and State agricultural institutions;
- All superintendents of State institutions, county superintendents and members of all boards of education;
- All police magistrates appointed by the mayor or other head officer of any municipality that may adopt the provisions of the Civil Service Law;
- *All assistants appointed by the prosecutor in first class counties for the specific purpose of investigating complaints relating to the registration of voters and in the enforcement of the laws regarding the conduct of elections.
- †All State and municipal officials and employees having, by law, a fixed term.

SECTION III. CLASSIFIED SERVICE: The Classified Service shall include all persons in the paid service of the State, and the municipalities thereof which have or may hereafter adopt the provisions of the Civil Service Law, not included in the Unclassified Service. The Classified Service shall be arranged by the Civil Service Commission into four classes to be designated as:

- (a) The Exempt Class,
- (b) The Competitive Class,
- (c) The Non-Competitive Class, and
- (d) The Labor Class;

which classification may be changed from time to time as the Civil Service Law and rules may require, and as the Commission may deem proper.

SECTION IV. EXEMPT CLASS: Appointments to positions in the exempt class may be made without examination, and the following positions shall be included in this class:

- (a) The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

All legal assistants of the law department of the State and of the municipalities which have or may hereafter adopt the provisions of the Civil Service Act, including all legal assistants in the office of the prosecuting attorney actually engaged in trial and appeal work.

One secretary or clerk of each department, appointed board or commission authorized by law to appoint a secretary or clerk;

One private secretary or clerk or stenographer of each judge or each principal executive officer;

* See Chapter 91, P. L. 1919.

† McKenzie v. Elliott, 72 A. P. 47; 77 N. J. L. p. 43.

All officials of State and county institutions who must of necessity be physicians.

(b) All other offices and positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the Commission to be impracticable, but no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the civil service rules, and the reasons for each such exemption are stated separately in the annual report of the Commission. Not more than one appointment shall be made to, or under the title of, any such office or position unless a different number is specifically mentioned in the rules. No office or position in the State service or in any municipal service, unless it shall be classified in the exempt class within forty-five days after the date of the adoption of the Civil Service Law by such municipality, shall be placed by the Commission in the exempt class except after public hearing, of which suitable public notice shall have been officially given, and at such hearing any citizen of the State shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption.

(c) Whenever request is regularly made by the proper appointing authority that a position be included in the exempt class, a public hearing shall be ordered of which the Commission shall give at least one week's notice by mailing notices to the daily papers in the State, when such request affects a position in the State service, and in the municipality when the request is for the exemption of a position in the municipal service.

(d) The positions in the exempt class in each office, department, or institution shall be those only which are specifically named in the classification in Appendix I of the Annual Report, or which may hereafter, by action of the Commission and in accordance with the provisions of the Civil Service Law and of this rule, be included therein.

SECTION V. THE COMPETITIVE CLASS: The competitive class shall include all positions and employments now existing or hereafter created of whatever functions, designations, or compensation, in each and every branch of the classified service for which it is practicable to determine the merit and fitness of applicants by competitive examination except such positions and employments as are included in the exempt class, the non-competitive class or the labor class.

SECTION VI, THE NON-COMPETITIVE CLASS: The non-competitive class shall include such minor positions and employments as are not in the exempt class, or the labor class, and which it is impracticable to include in the competitive class.

SECTION VII, THE LABOR CLASS: The labor class shall include all such positions and employments filled by ordinary skilled or unskilled laborers as are not included in either the competitive or non-competitive class.

RULE II.

CLASSES AND GRADES—STATE SERVICE.

SECTION I, CLASS DEFINED: The term "Class" is used to designate functional divisions or groups which are determined irrespective of departmental organization or lines of authority, and includes offices and employments having duties of similar lines and character.

SECTION II, GRADE DEFINED: The term "Grade" is used to designate a subdivision of a class or service when applied to the State service and any municipal service which has been classified and standardized under the provisions of Chapter 24 and 54, P. L. 1918.

SECTION III, STATE SERVICE DEFINED: The term "State service" shall include all offices, positions and employments in the classified civil service of the State Government.

SECTION IV, CLASSES AND GRADES ESTABLISHED: All offices, positions and employments in the classified service of the State are hereby arranged into classes and grades according to the general line and character of the work involved in the respective duties thereof. Within each class there are established grades, each grade comprising offices, positions and employments having duties of substantially similar authority, importance and responsibility. The classes and grades within classes, in the classified service of the State, shall be as follows:

SECTION V, CLASS A—CLERICAL SERVICE: The clerical service shall include those offices and positions in the Classified Civil Service of the State, the principal duties of whose incumbents are to perform directed or administrative work incident to office routine or management or to perform other related tasks whether in an office or elsewhere. This service is hereby divided into Grades I, II, III, IV, V, VI, VII.

SECTION VI, CLASS B—ENGINEERING SERVICE: The engineering service shall include those positions in the Classified Civil Service of the State whose incumbents are required to perform technical engineering, requiring special training and experience in civil, mechanical, electrical, chemical, architectural, sanitary or other specialized engineering branches, but which does not include work of an inspectional or investigational nature. This service is hereby divided into Grades I, II, III, IV, V, VI.

SECTION VII, CLASS C—THE AGRICULTURAL DEVELOPMENT SERVICE: The agricultural development service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to perform or supervise work in connection with the development of agricultural enterprises. This service is hereby divided into Grades I, II, III, IV.

SECTION VIII, CLASS D—PHYSICIAN SERVICE: The physician service shall include those offices and positions in the Classified Civil Service of the State, whose incumbents are required to prescribe treatment

designed to restore or preserve the health of persons in the employ, care or custody of the State Government or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

SECTION IX, CLASS E—NURSING AND ATTENDING SERVICE: The nursing and attending service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to care for, attend upon, nurse and administer prescribed treatment designed to restore the health or promote the welfare of persons in the employ, care or custody of the State Government or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

SECTION X, CLASS F—LABORATORY SERVICE: The laboratory service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to perform routine or research work in chemistry, physics, bacteriology, pathology, biology or other science; to make and record analyses, tests or examinations; to prepare reports for educational purposes, and to perform other related laboratory work, or to supervise such work. This service is hereby divided into Grades I, II, III, IV, V.

SECTION XI, CLASS G—LEGAL AND JUDICIAL SERVICE: The legal and judicial service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to conduct legal actions and proceedings in which the State or its boards, departments, commissions, institutions or other units are parties or are interested, and to render legal advice or assistance to public officers, or those positions whose incumbents are required to exercise the judicial powers vested by the State Constitution in the Court of Chancery. This service is hereby divided into Grades I, II, III, IV, V.

SECTION XII, CLASS H—LIBRARY SERVICE: The library service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to receive, shelve, accession, arrange, catalogue, circulate and care for books, manuscripts, documents and other library property; to do reference work, or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

SECTION XIII, CLASS I—PUBLIC INFORMATION SERVICE: The public information service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to collect, compile and analyze data concerning matters of public health, industry, commerce, civics and public affairs, and to give publicity to these and other matters of public interest through publication, lectures, exhibits or other means, or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

SECTION XIV, CLASS J—CHAPLAIN SERVICE: The chaplain service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to minister to the religious needs and comfort of persons in the employ, care or custody of the State government. This service is hereby divided into Grade I.

SECTION XV, CLASS K—INVESTIGATIONAL AND EXAMINING SERVICE: The investigational and examining service shall include those offices and

positions in the Classified Civil Service of the State whose incumbents are required to collect, analyze, classify and report on facts, conditions, material or public service for the purpose of obtaining independent bases for official action; to make constructive suggestions and recommendations as required, or to supervise such work. This service is hereby divided into Grades I, II, III, IV, V.

SECTION XVI, CLASS L—INSPECTIONAL SERVICE: The inspectional service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to make recurrent observations; to collect, analyze and report on facts, materials and conditions for the purpose of obtaining independent bases for official action, and in order to insure compliance with established orders, standards and specifications affecting the construction and repair of buildings or other structures, public health, safety, sanitation, honest trade, working conditions and service and equipment of public corporations, or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

SECTION XVII, CLASS M—DOMESTIC AND INSTITUTIONAL SERVICE: The domestic and institutional service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to care for the domestic needs and comforts of persons in the employ, care or custody of the State government, other than correctional institutions or to supervise such work. This service is hereby divided into Grades I, II, III, IV, V, VI.

SECTION XVIII, CLASS N—GUARD AND CORRECTION OFFICER SERVICE: The guard and correction officer service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to care for, protect, restrain, assist, instruct and direct the work of persons in the custody of the State government, in prisons or other correctional institutions, or to supervise such work. This service is hereby divided into Grades I, II, III.

SECTION XIX, CLASS O—CUSTODIAL SERVICE: The custodial service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to have custody of State buildings and grounds; to perform operating, technical, clerical or other work, incident to maintaining them in a habitable or suitable condition; to keep order among and assist persons visiting or making use of public buildings and grounds; or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

SECTION XX, CLASS P—PROTECTION AND CONSERVATION SERVICE: The protection and conservation service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to perform work in connection with the development, conservation and protection of the natural resources and wild life in the State, or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

SECTION XXI, CLASS Q—ENGINEMAN SERVICE: The engineman service shall include those positions in the Classified Civil Service of the State whose incumbents are required to perform work in connection

with the operation, maintenance and repair of steam and electrical machinery, apparatus and equipment, or to supervise such work. This service is hereby divided into Grades I, II, III.

SECTION XXII, CLASS R—SKILLED LABOR SERVICE: The skilled labor service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to practice a recognized trade or handicraft, or to perform work in which manual or mechanical skill, and in some cases artistic sense are essential, or to supervise such work. This service is hereby divided into Grades I, II, III, IV, V.

SECTION XXIII, CLASS S—LABOR SERVICE: The labor service shall include those positions in the Classified Civil Service of the State whose incumbents are required to perform or to supervise the performance of routine, unskilled, manual work. This service is hereby divided into Grade I.

SECTION XXIV, CLASS T—MUSEUM SERVICE: The museum service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to perform routine or technical work connected with the administration, maintenance and equipping of the State Museum; to insure effective display of exhibits; to exercise responsible care and management of museum property; to perform other work intended to popularize the museum and to bring its activities before the schools and general public, or to supervise such work. This service is hereby divided into Grades I, II, III.

SECTION XXV, CLASS V—INSTITUTIONAL TEACHING SERVICE: The institutional teaching service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to give instruction to persons in the custody of the State, in those subjects usually included in academic, vocational and trade schools curricula, and supervise such work. This service is hereby divided into Grades I, II.

SECTION XXVI, PROCEDURE IN CLASSIFYING POSITIONS: The Commission shall from time to time by order recorded in its minutes, specify, as provided in Section XXX of this Rule, the classes and grades in which the various offices, positions and employments shall be classified. The grade of an officer or employe shall not be changed except in conformity with the provisions of Rule VII governing promotion examinations. Whenever the duties of a position, classified as provided in the foregoing sections of this Rule, are changed so that they differ substantially from the duties prescribed when such office or place was originally classified, and from the duties of other positions in the grade with it as so classified, such change of duties shall operate to abolish such position and to create a new position, and the Commission shall classify such position in accordance with Section XXX of this rule and follow the same by examination and certification from the eligible list. A change in compensation applying to all positions of the same grade shall not affect the status of employes in such grade.

SECTION XXVII, RE-GRADING EXAMINATION. If, at the time of a general re-classification of positions in the classified civil service of the

State a position is classified as of a higher grade than that to which the incumbent was certified as eligible, the Commission may require such incumbent to demonstrate his fitness to perform the duties of such position through a non-competitive examination.

SECTION XXVIII, COMPENSATION: Where minimum and maximum limits of compensation are prescribed, by competent authority, for a position in the classified civil service, appointment to such position from either an original entrance or promotion eligible list shall be made at the lowest compensation rate. Advancement from rate to rate within a grade shall be made upon the basis of efficiency provided that service by actual employment at the rate from which advancement is made shall cover at least the period established for that position. The Civil Service Commission may, however, for good and sufficient reason, authorize appointment at a rate higher than the minimum provided or more rapid advancement than provided by the schedule, during the next year following the adoption of this rule.

SECTION XXIX, TITLES: Titles in the classified civil service shall be as nearly as possible descriptive of the general duties attached thereto and indicative of the grade, and shall be the same for all positions requiring the same kind and grade of service. Titles so prescribed shall not be changed except by order of the Commission, and such titles as it may adopt shall be used in all reports, all the records of the Commission and on all payrolls and accounts submitted to the Commission for certification.

SECTION XXX, CREATION OF NEW POSITIONS: Whenever any new position is created, report of such action shall be made immediately to the Commission by the appointing authority, setting forth a statement of the duties and other data affecting the character and grade of such position. Upon receipt of such report the Commission shall promptly investigate and determine whether such position is in fact new and has been properly created. No position shall be considered as new unless the duties thereof are found to be substantially different from those of every other existing position in the classified civil service. Whenever the Commission finds a position to be in fact new and properly created, it shall, by action recorded in its minutes, specify the class and grade in which such position shall be placed.

RULE III.

CLASSES AND GRADES—MUNICIPAL SERVICE.

Note—The classification and standardization of the Classified Service of municipalities is not compulsory, and until such standardization and classification is established by statute, ordinance or resolution of the municipal governing body, the classification must be based on the authority contained in the original Civil Service Law, and will be as provided in this rule for municipal services.

SECTION I, MUNICIPAL SERVICE DEFINED: The term "Municipal service" shall include all offices, positions and employments in the classified civil service of any county, city, borough or village in the State.

SECTION II, CLASSES AND GRADES ESTABLISHED: All offices, positions and employments in the classified civil service of the municipalities under civil service control are hereby arranged into classes and grades according to the general line and character of the work involved in the respective duties thereof, and in accordance with the compensation paid. Within each class there are established grades, each grade comprising all offices, positions and employments having duties of substantially similar character and compensation within the grade limits as established.

SECTION III, CLASSIFICATION: All positions in the classified civil service shall be arranged in classes based upon the character of the service rendered as follows:

- Class A—Clerical Service—defined as under Section 5, Rule II.
- Class B—Engineering Service—defined as under Section 6, Rule II.
- Class C—Agricultural Service—defined as under Section 7, Rule II.
- Class D—Physician Service—defined as under Section 8, Rule II.
- Class E—Nursing and Attending Service—defined as under Section 9, Rule II.
- Class F—Laboratory Service—defined as under Section 10, Rule II.
- Class G—Legal and Judicial Service—defined as under Section II, Rule II.
- Class H—Library Service—defined as under Section 12, Rule II.
- Class I—Public Information Service—defined as under Section 13, Rule II.
- Class J—Chaplain Service—defined as under Section 14, Rule II.
- Class K—Investigational and Examining Service—defined as under Section 15, Rule II.
- Class L—Inspectional Service—defined as under Section 16, Rule II.
- Class M—Domestic and Institutional Service—defined as under Section 17, Rule II.
- Class N—Guard and Correction Officer Service—defined as under Section 18, Rule II.
- Class O—Custodial Service—defined as under Section 19, Rule II.
- Class P—Police Service: The police service of municipalities shall include all branches of service in the uniformed police service of the respective municipalities.
- Class Q—Engineman Service—defined as under Section 21, Rule II.
- Class R—Skilled Labor Service—defined as under Section 22, Rule II.
- Class S—Labor Service—defined as under Section 23, Rule II.
- Class T—Fire Service: The fire service shall include all branches of service in the uniformed fire service of the respective municipalities.
- Class V—Institutional Teaching Service—defined as under Section 25, Rule II.
- Class W—Social and Recreational Service: The social and recreational service shall include those offices and positions whose incumbents are required to perform social welfare and recreational work, or supervise such work.

SECTION IV, GRADES ESTABLISHED: There shall be established within the several services specified in Section 3 of this rule, unless otherwise provided, the following grades:

(a) Grade I—This grade shall include all positions in the classified civil service the compensation of which is at the rate of \$600 or less per annum.

(b) Grade II—This grade shall include all positions in the classified civil service the compensation of which is at the rate of more than \$600 and not more than \$1,000 per annum.

(c) Grade III—This grade shall include all positions in the classified civil service the compensation of which is at the rate of more than \$1,000 and not more than \$1,500 per annum.

(d) Grade IV—This grade shall include all positions in the classified civil service the compensation of which is at the rate of more than \$1,500 and not more than \$2,000 per annum.

(e) Grade V—This grade shall include all positions in the classified civil service the compensation of which is at the rate of more than \$2,000 and not more than \$2,500 per annum.

(f) Grade VI—This grade shall include all positions in the classified civil service the compensation of which is more than \$2,500 per annum.

In determining the rate of compensation for the purposes of this rule, full maintenance in institutional positions or employments shall be considered as valued at \$250 per annum.

SECTION V, PROCEDURE: The classification of existing or newly-created positions, the establishing of titles, determining compensation rates, etc., unless otherwise provided by statute, ordinance, civil service rules or regulations, shall be in the manner prescribed in Sections XXVI, XXVII, XXVIII, XXIX and XXX, Rule II.

RULE IV.

APPLICATIONS.

SECTION I, FORM OF APPLICATION: No person shall be admitted to examination until he has filed an application, under oath, upon the form and in the manner prescribed by the Commission. The application shall be filled out and signed in the applicant's own handwriting, provided that where applicants are unable to write their applications may be written by some other person, the applicant signing same by mark, said mark being properly witnessed.

Applications must bear the certificate of at least three reputable citizens to the effect that they have personally known the applicant for at least one year, that they have read his statements and believe them to be correct, that they know him to be of good character and reputation, and that they will, upon request, give the Commission such further information as they may possess. In addition it shall contain, under oath of said applicant, his full name, residence, post-office address, nationality, age, place and date of birth, health and physical capacity for public service, business and employments and residence for the five years immediately preceding the filing of such application and other information regarding the applicant's merit and fitness for the public service as the Commission may require.

SECTION II, CITIZENSHIP AND HONORABLE DISCHARGE PAPERS REQUIRED: A naturalized citizen must produce his certificate of naturalization, and persons having served in the army, navy or marine service of the United States must submit their honorable discharge papers for inspection by the Chief Examiner and Secretary. In case of loss of citizen papers or honorable discharge papers, any one of the following proofs of naturalization or honorable discharge, supplementing the affidavit of the applicant in question will be accepted.

(a) A certified copy of the records of the court where the citizenship papers were originally issued or the affidavit of a citizen of the United States and a freeholder of at least five years' residence in the State to the effect that he knows the applicant to have been in possession of his citizenship papers at or about a certain time, or a certified copy of any court record, under the seal of the court, to the effect that the said applicant has served as a juror in said court.

(b) A certified copy of the service record and honorable discharge of the applicant issued by the Adjutant General of the State or by the War Department of the United States.

SECTION III, RESIDENCE AND CITIZENSHIP: No person shall be admitted to examination for any position in the classified civil service who is not a citizen of the United States and a bona fide resident of the State, and for any position in the classified civil service of a municipality who is not a citizen of the United States and a bona fide resident of such municipality; provided, that any examination of a technical or other character when, in the judgment of the Commission, the good of the service would be promoted thereby, the residence as to municipality may be waived on the request of the appointing authority or governing body and the approval of the Civil Service Commission. The Commission may, when in its judgment a position in either the State or municipal service requires special technical training and when advertisement in the manner prescribed shall have failed to produce from among the citizens of the State suitable eligibles, admit to examination citizens of the United States. The Commission shall include in its annual report a statement of all such examinations, together with the reasons for its action in each case.

SECTION IV, AGE LIMITS: No application for examination shall be accepted unless the applicant is within the age limits fixed by the Commission for said examination.

SECTION V. APPLICATIONS RECEIVED: Application forms shall be furnished without charge to all persons requesting same, and the Commission may fix the limits of time within which applications for a given examination shall be presented, but such period shall in no case be less than ten days.

SECTION VI, DEFECTIVE APPLICATIONS: Defective applications shall be returned for correction, and shall be accepted if returned to the Commission in correct form before the date of examination.

SECTION VII, CERTIFICATES AND LICENSES: For positions requiring scientific, professional or technical qualifications the Commission may require evidence of special education for, or practical experience for a satisfactory term in, such science, profession, art or trade, and may require the production of such certificate or license as is provided by the

statutes of this State or the ordinance of a municipality for the practice of the profession, art or trade involved.

SECTION VIII, FALSE STATEMENTS IN APPLICATIONS: Any false statement knowingly made by any applicant in his application for admission to any examination, or made at his request, or with his knowledge, in any certificate which may accompany his application shall be regarded as good cause for excluding him from such examination or for removing his name from any eligible register.

SECTION IX, QUALIFICATIONS OF CANDIDATES: The Commission may refuse to examine an applicant, or, after examination, certify an eligible who is found to lack any of the established preliminary requirements for the examination or position for which he applies, or is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or is addicted to the habitual use of intoxicating liquors to excess, or any drug, or has been guilty of any crime or infamous or notoriously disgraceful conduct, or has been dismissed from the public service for delinquency or misconduct, or has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, or examination or in securing his eligibility or appointment.

Whenever the Commission refuses to examine an applicant, or after an examination, to certify an eligible for any of the above-named reasons, it shall, upon request of such applicant or eligible, grant a hearing upon the cause of such refusal.

SECTION X, APPLICANTS' NAMES NOT MADE PUBLIC: Applications, when presented, shall be dated, numbered and recorded in the order of their receipt, and the names of the applicants in any examination shall not be made public except by permission of the Commission.

RULE V.

COMPETITIVE EXAMINATIONS.

SECTION I, DATES AND CONDITIONS OF: The Commission shall hold examinations for appointment to positions in the competitive class of the classified civil service, and shall fix the dates therefor and the conditions thereof whenever necessary to meet or to anticipate the employment needs of the State and municipal services.

SECTION II, EXAMINATIONS TO BE PRACTICAL: The examinations shall be practical in their character, and shall relate to such matters as will fairly test the relative fitness and capacity of the persons to be examined for the discharge of the duties of the service or of the position which they seek.

SECTION III, CONSULTATION WITH APPOINTING OFFICERS: The members of the Commission or the Chief Examiner and Secretary may consult with the appointing authority or with other qualified experts in regard to the qualifications and requirements and the character and standard of examinations, but the questions to be asked shall be kept absolutely secret in advance of the examination.

SECTION IV, MEDICAL AND PHYSICAL EXAMINATIONS: Whenever certain physical qualifications are requisite applicants shall be required to submit to such medical and physical examinations as may be prescribed, and be certified as qualified in such respect, before being recorded on the proper eligible list or before certification or appointment as the Commission may determine.

SECTION V, ORAL EXAMINATIONS AND PRACTICAL TESTS: An oral test or interview may be made a part of any examination, and special practical tests of fitness may be included in any examination for any position requiring scientific, professional, technical, or manual skill, as the Commission may prescribe. Whenever an oral test is prescribed as any part of any examination, as far as practicable, a stenographic record of such oral questions and the answers thereto shall be made and filed with the applicant's papers.

SECTION VI, SPECIAL CERTIFICATES REQUIRED: Whenever in its opinion any position to be filled in the competitive class is of a fiduciary or an executive character, the Commission may require as a part of the examination such special certificates of reputable and responsible citizens as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper. All such certificates shall be properly filed and retained as a part of the official records of the Commission.

SECTION VII, EXAMINATIONS—WHERE HELD: Competitive examinations for positions in the State service shall be open to all citizens of the State who comply with the preliminary requirements and who are not debarred by the Commission for sufficient cause. Such examinations shall be held at whatever point or points the Commission may deem advisable. Competitive examinations for positions in the service of a municipality shall be confined to citizens resident in that municipality except as is otherwise provided. All examinations for positions in a municipality shall be held within such municipality unless for sufficient reasons the Commission orders otherwise.

SECTION VIII, EXAMINATIONS UNDER DIRECTION OF CHIEF EXAMINER AND SECRETARY: All examinations shall be under the responsible direction of the Chief Examiner and Secretary, subject to the control of the Commission, and the Commission may designate suitable persons in the municipalities in which the examinations are held to act as local examiners, who shall perform such duties in connection with the examinations as the Commission or the Chief Examiner and Secretary may require. When necessary, the Commission may also designate special or expert examiners either in or not in the official service of the State, or of any municipality thereof, to assist in the preparation, conduct or rating of examinations. If such examiner or examiners are in the official service of the State or municipality, it shall be part of their official duty, without compensation, to conduct such examinations as the Commission may direct and to make return or report thereof as required. The Commission may at any time substitute any other person in the place of any special examiner so selected, and the several members of the Commission may themselves act as such examiners.

SECTION IX, NOTICE OF EXAMINATIONS: Public notice of all examinations setting forth the title of the position, the time and place of examination, the final date for the receipt of application, the place or places where applications may be procured and filed, and such other information as the Commission may deem pertinent, shall be given by advertising for at least two weeks preceding the final date for the receipt of applications by at least three insertions in newspapers of general circulation in the State or municipality, as the case may be, by mailing notices to daily papers in the State or municipality, by sending notices in printed form to the county clerks in all counties, for examination for positions in the state service, or of the county in which the municipality is situated for examinations for positions in the municipal service, and such notices shall be posted in a conspicuous place in the offices of such county clerks and of the Civil Service Commission. A circular of information containing notice of the date, time and place of examination, age, citizenship, residence, sex and other qualification requirements, the subjects and weights of examination and such other data as may be deemed proper shall be prepared and furnished in advance of the examination to every person who files application as provided in Section I, Rule IV, and to all other persons requesting information concerning such examination or examinations.

SECTION X, SUBJECTS AND WEIGHTS: The subjects of examination and the relative weight for each subject shall be determined by the Chief Examiner and Secretary subject to the approval of the Commission.

SECTION XI, IDENTITY CONCEALED: Each person presenting himself for examination shall fill out an identification sheet, which shall contain his full name and address and such other information as the Commission may require, and shall seal the same in an official envelope. The identification sheet and the official envelope of each competitor shall bear the same number, which number shall be used to designate the examination papers of the competitor. The identification envelope shall not be opened until the ratings of all the examination papers have been completed. Any examination paper bearing the name of the candidate or any other identification mark, other than the official examination number, shall be rejected and specific announcement of this fact shall be made at the opening of every examination.

SECTION XII, EXAMINATION PAPERS—HOW RATED: The examination papers in every examination shall be rated as soon as practicable after the examination is held. Such rating shall be under the direction of the Chief Examiner and Secretary and each subject shall be rated upon a schedule of one hundred per cent., which shall represent the maximum possible attainment.

SECTION XIII, AVERAGE—HOW COMPUTED: The examiner's rating, based upon a schedule of one hundred on each subject, shall be multiplied by the weight assigned to such subject. The resulting products shall be added and the total product divided by the total weights of all the subjects of examination. The resulting quotient will be the general average which shall be used in determining the order in which the name of the candidate shall appear upon the eligible register.

SECTION XIV, MINIMUM AVERAGE REQUIRED: No person shall be deemed eligible for appointment nor shall his name be placed upon the eligible register whose general average is less than seventy per cent. or whose rating on any essential subject or subjects of examination is less than the minimum prescribed for such subject or subjects, or whose rating on any subject of examination is less than fifty per cent.

SECTION XV, NOTIFICATION OF RESULTS OF EXAMINATION: The Chief Examiner and Secretary, as early as practicable after the rating of the examination is completed, shall notify each candidate therein of the rating he received, and if such rating be above the required minimum, of his relative standing on the eligible list. He shall likewise notify any candidate who, although admitted to the examination, has been rejected for reasons other than failure to receive the required minimum, stating such reasons. Any candidate in any examination, on application, subject to the regulations of the Commission, may inspect his examination papers and see the eligible list.

SECTION XVI, REVIEW OF EXAMINATION: No request for a review of the ratings in any examination shall be entertained by the Commission unless made within eight days of the date when the notice of the standing of the several candidates is sent out, and no change in the ratings of any candidate shall be made unless some manifest error shall appear in the ratings as made. In all requests for re-rating, specific reasons therefor shall be clearly set forth in writing and presented within the aforesaid eight days.

Competitors failing to pass the medical tests required in any examination shall be notified of that fact together with the reasons therefor, and shall be allowed five days in which to ask for a re-examination. If such request is made, supported by the affidavit of a reputable physician to the effect that he has examined the applicant and that the said applicant does not possess the physical defects for which he was rejected, the Commission shall deal with such requests at its discretion and the eligible list shall not be officially established until such matter is properly acted upon by the said Commission. In no case will a re-examination be granted for failure to meet the requirements as regards height and weight.

RULE VI.

POLICE AND FIRE SERVICE—SPECIAL PROVISIONS.

SECTION I, SPECIAL RULES AFFECTING POLICE AND FIRE SERVICE: In addition to other existing rules affecting examination, appointment, promotion, suspension, dismissal, fine and reduction, the following special rules shall apply to the uniformed police and fire service in the respective municipalities:

SECTION II, EXAMINATIONS: Examination for admission to the uniformed police and fire service shall include such medical and physical examinations as the Commission may prescribe and a mental test, each to have equal weight, unless otherwise provided, and applicants to be

eligible for appointment must obtain an average rating of not less than seventy per cent. in the test for strength and physical development and an average rating of not less than seventy per cent. in the mental test. In the examination for policewoman the test for strength and physical development shall be one-third and the mental test shall be two-thirds of the total weights, and in special positions in the uniformed police and fire departments, but not integral parts of the uniformed force, the subjects of examination and relative weights may be such as the Commission shall prescribe.

SECTION III, ELIGIBILITY: Applicants for admission to any entrance examination in the uniformed police or fire service of any municipality must come within the minimum and maximum requirements as prescribed by the Commission with respect to age, height, weight and physical condition, and no person will be admitted to examination unless he shall have been a resident of the municipality in which he seeks appointment for at least two years immediately preceding the date of examination. Unless otherwise provided by law or ordinance, applicants for admission to examination in cities of the first class must be not less than twenty-one and not more than thirty years of age at the date of examination, and in cities of the second class, not less than twenty-one and not more than thirty-five years of age at the date of examination. In cities of the first class applicants for admission to the uniformed police department shall be at least five feet eight inches in height, and weigh at least one hundred and forty pounds, and for admission to the uniformed fire department shall be at least five feet six inches in height, and weigh at least one hundred and thirty-five pounds.

In cities other than the first class applicants for admission to the uniformed police department shall be at least five feet seven inches in height, and weigh not less than one hundred and forty pounds, and for admission to the uniformed fire department shall be not less than five feet six inches in height, and weigh not less than one hundred and thirty-five pounds.

SECTION IV. PHYSICAL STANDARDS: Applicants for admission to the uniformed force of police and fire departments shall conform to the following standards:

FIREMAN.

<i>Height</i>	<i>Minimum Weight</i>		<i>Maximum Weight</i>		<i>(Chest Measurements)</i>	
					<i>Expanded</i>	<i>Minimum Mobility</i>
5 ft. 6 in., ...	137 lbs.	177 lbs.	36 in.	2 in.		
5 ft. 7 in., ...	137 lbs.	177 lbs.	37 in.	2½ in.		
5 ft. 8 in., ...	140 lbs.	180 lbs.	37½ in.	2½ in.		
5 ft. 9 in., ...	145 lbs.	185 lbs.	38 in.	2½ in.		
5 ft. 10 in., ...	150 lbs.	190 lbs.	38½ in.	2½ in.		
5 ft. 11 in., ...	155 lbs.	195 lbs.	39½ in.	3 in.		
6 ft., ...	160 lbs.	205 lbs.	40½ in.	3 in.		
6 ft. 1 in., ...	165 lbs.	210 lbs.	41 in.	3 in.		
6 ft. 2 in., ...	170 lbs.	220 lbs.	42 in.	3 in.		
6 ft. 3 in., ...	175 lbs.	225 lbs.	43 in.	3½ in.		
6 ft. 4 in., ...	180 lbs.	230 lbs.	44½ in.	3½ in.		
6 ft. 5 in., ...	180 lbs.	230 lbs.	44½ in.	3½ in.		

POLICE SCHEDULE.

(Chest Measurements)

<i>Height</i>	<i>Minimum Weight</i>	<i>Maximum Weight</i>	<i>Expanded</i>	<i>Minimum Mobility</i>
5 ft. 8 in., ...	145 lbs.	185 lbs.	37½ in.	2½ in.
5 ft. 9 in., ...	150 lbs.	190 lbs.	38 in.	2½ in.
5 ft. 10 in., ...	155 lbs.	195 lbs.	38½ in.	2½ in.
5 ft. 11 in., ...	160 lbs.	205 lbs.	39½ in.	2½ in.
6 ft.	165 lbs.	210 lbs.	40½ in.	3 in.
6 ft. 1 in., ...	170 lbs.	215 lbs.	41 in.	3 in.
6 ft. 2 in., ...	175 lbs.	225 lbs.	42 in.	3 in.
6 ft. 3 in., ...	180 lbs.	230 lbs.	43 in.	3 in.
6 ft. 4 in., ...	185 lbs.	235 lbs.	44½ in.	3½ in.
6 ft. 5 in., ...	190 lbs.	245 lbs.	45½ in.	3½ in.

An increase in weight not to exceed twenty pounds may be allowed over each maximum weight prescribed, provided that in each case where such increase is allowed, the applicant is muscular and vigorous, not obese, and his abdominal measurement at rest in normal position over the umbilicus, shall not exceed his chest measurement at full expansion. Any applicant coming under these provisions may be rejected for general adiposis or any tendency thereto, at the discretion of the Commission.

Physical standards for policewoman, police matron, doorman, chauffeur, janitor, lineman, operator, and electrician, with the exception of the residence qualifications, provided in Section II, of this rule, shall be such as the Commission may prescribe.

SECTION V, PROMOTION: Applicants to be eligible for promotion in the uniformed police and fire service shall have served at least twelve months immediately preceding the date of examination in the grade from which he seeks promotion, except as provided in Section II, Rule VII, and possess the physical qualifications prescribed by the Commission.

The examination shall be based upon the seniority, service, record, physical and personal fitness and a mental test. The written examination shall include a knowledge of the administration, organization, discipline and administrative relations of the department with other branches of the municipal government, of the laws and ordinances relating to police or fire duty, as the case may be, of the construction and interpretation of departmental rules and regulations and such other pertinent subjects as the Chief Examiner and Secretary, subject to the approval of the Commission, may prescribe. No candidate shall be eligible for promotion whose general average in a promotion examination is less than eighty per cent.

SECTION VI, NOTIFICATION OF RESULTS: Procedure with regard to the notification of applicants of the results of examination for appointments in the uniformed police and fire service, and requests for re-rating and re-examining, shall be in accordance with Sections XV and XVI of Rule V.

RULE VII.

PROMOTION.

SECTION I, PROMOTION DEFINED: The term "promotion," as applied to the State service, is used to designate a change from one grade to a higher grade, and involves a change of position and duties. When applied to the municipal service, it may mean a change from one grade to a higher grade involving a change in position and duties, or an increase in compensation beyond the limits fixed for a certain grade, with no material change in duties and responsibilities.

SECTION II, VACANCIES FILLED BY PROMOTION: Vacancies in positions in the competitive class above the lowest rank or grade in any office, department or institution shall be filled, so far as practicable, by promotion from the eligible employees in the same office, department or institution, when such rank or grade contains three or more eligible persons desirous of entering examination. Should less than three persons be eligible or file application, the Commission may admit to examination those in lower grades in the same office, department or institution, or employees in the grade next lower than that to which promotion is sought in other offices, departments or institutions in the State service, or in the municipal service, as the case may be, provided that such employees possess the preliminary qualifications as determined by the Commission. Promotion shall be accomplished by means of a competitive examination, the character and scope of which shall be determined by the Chief Examiner and Secretary, subject to the approval of the Commission, due credit being given for the past experience, service and record of the several applicants. If there are not more than three persons eligible, or if not more than three persons file application, no examination shall be required when the person to be promoted has qualified in an examination of an equivalent character.

SECTION III, ELIGIBILITY: No person shall be eligible for promotion from a position in any grade, unless he has served the twelve months immediately preceding the date of examination in the position or grade from which promotion is sought and unless the position in which he is employed at the time of examination is in the line of promotion established by the Commission, or when the examination is open to employees in other departments than that in which the vacancy occurs, it shall be found that the duties of such employees naturally and properly fit them to perform the duties of the position to which promotion is sought as fully as the duties of the positions of like grade in the same office, department or institution.

SECTION IV, PHYSICAL QUALIFICATIONS: No person shall be admitted to a promotion examination unless he shall possess the necessary physical qualifications as determined by the Commission, but when a State, or municipal employee otherwise qualified, has been injured in the performance of his duties, such injuries shall not disqualify him for advancement to a higher grade, provided the head of the department, in which said injuries were received, shall certify the nature of the injuries and that they were received in line of duty, and provided further, that the head of the department, in which the candidate seeks promotion, shall certify that such promotion would

not be against the best interests of the service. The candidates application for promotion, accompanied by these certificates, shall be subject to the approval of the Commission.

SECTION V, NOTICE OF EXAMINATION: Notice of promotion examinations shall be posted in the office of the Commission and delivered for posting in the office, department or institution in which the promotion is to be made, and mailed to those eligible to promotion at least ten days prior to the date fixed for examinations. Such notice shall give the date and general plan of examination, and shall indicate the grade or rank of those eligible thereto. Eligibles for promotion shall file their applications in the office of the Commission at least two days before the date of examination.

SECTION VI, RULES APPLYING: Examinations for promotion shall be held at such times and places as the Commission shall designate, and eligible lists resulting from examinations held under the foregoing sections shall, in all respects, have the same standing and be subject to the same restrictions as eligible lists for original entrance.

RULE VIII.

ELIGIBLE LIST.

SECTION I, ELIGIBLES: Every competitor in any examination, accepted as qualified, who obtains at least the minimum rating in each subject as fixed by the Commission, and whose general average standing, in all examinations for original entrance into the service, is not less than seventy per cent., and in all examinations for promotion is not less than eighty per cent., shall be eligible for appointment to the position for which he was examined, and the names of eligibles shall be entered upon a register maintained by the Commission in the order of their average percentages; provided, however, that if any honorably discharged soldiers, sailors or marines who have served in the War of the Rebellion shall be among those whose names have been placed upon such register, such soldiers, sailors or marines shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register they shall rank to each other according to the relative percentage obtained by them in the examination.

SECTION II, TWO OR MORE ELIGIBLES RECEIVING THE SAME RATING: When two or more eligibles have the same average percentage, preference in certification shall be determined by the order in which their applications were filed.

SECTION III, TERM OF ELIGIBILITY: Eligible lists shall continue in force for a period of not less than one nor more than three years. Eligible lists resulting from competitive examinations shall be considered as in force for two years after the date of the promulgation of such lists unless otherwise ordered. Eligible lists for appointment to positions in the labor class, unless otherwise ordered, shall continue in force for a period of one year after the date of registration.

SECTION IV, APPROPRIATE LISTS: Appointment shall be made from the existing eligible lists most nearly appropriate for the position to be filled and a new list shall be created for a stated position only when there is no appropriate list existing from which appointment may be made.

SECTION V, APPOINTMENT RECORDED: When an eligible has been appointed to a position in the classified civil service, such appointment shall be entered upon the eligible register from which he is certified.

RULE IX.

REQUISITION, CERTIFICATION AND APPOINTMENT IN THE COMPETITIVE CLASS.

SECTION I, SELECTION FOR APPOINTMENT: Selection for appointment to all positions in the competitive class not filled by reduction, transfer, reinstatement or promotion, shall, except as provided in Rule VI, be made as hereinafter provided.

SECTION II, REQUISITION AND CERTIFICATION: Whenever a position in the competitive class of the classified civil service is to be filled, the appointing authority shall notify the Commission of this fact giving the title and authority for such position, the duties to be performed, the compensation to be paid, and whether the position is of a permanent or temporary character. The Commission shall certify to such appointing officer from the appropriate eligible list the names of the three persons standing highest thereon, giving their address and average rating, and shall immediately notify such persons of such certification together with the title and salary of the position to be filled, provided that the name of any eligible shall not be certified to the same appointing officer for the same or similar position more than three times unless the said appointing officer requests further certification. If there be more than one vacancy there shall be certified to the appointing officer the names of as many persons as there are vacancies to be filled and two additional names.

SECTION III, APPOINTMENTS: Within fourteen days of the receipt of any certification the appointing officer shall, with reference solely to the relative qualifications and fitness of the eligibles so certified, make selection from the three names submitted unless objection is made and sustained by the Commission to one or more of the persons certified for any of the reasons stated in Section 19 of the Civil Service Law, in which case the names of such persons shall be stricken from the eligible register, and the Commission shall certify an additional name for each name so stricken, in the order of their standing on such register. The eligible selected shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. In case no eligible list is in existence or all eligibles decline appointment, authority for temporary appointment may be granted in accordance with Section II, Rule XII, or for a permanent appointment in accordance with the provisions of Section VIII of this Rule.

SECTION IV, APPOINTMENT UNDER APPROPRIATE TITLE: No person shall be appointed to or employed in any position in the classified civil service under any title not appropriate to the duties to be performed, and appointment of any person not entitled to certification, upon due notice from the Commission, shall be revoked.

SECTION V, APPOINTEE TO FURNISH BOND: When any position to be filled involves fiduciary responsibility, the appointing authority may require the appointee to furnish a bond or other satisfactory security, and shall notify the Commission of the amount of said bond required; provided, however, that any surety company of this State or of any other State authorized to transact business in this State shall be a sufficient surety on any such bond.

SECTION VI, DECLINATION OF APPOINTMENT: The failure of an eligible person to respond or accept an appointment within three days, Sunday excepted, after the mailing of an offer of appointment, or within two days, Sunday excepted, after the sending of an offer of appointment by special messenger or telegram to his post-office address as last shown on the records of the Commission, shall be considered a declination. On notice from the appointing officer that a person named in a certification has declined appointment, and on receipt from such officer of such declination in writing, or of evidence of the failure of such person to respond to a notice properly sent, such certification shall be completed by the addition of the names or name of the eligibles next in order, and when any eligible declines appointment without giving satisfactory reasons, his name shall be removed from the eligible register. If the declination is because of salary paid or locality, his name may be retained on the eligible register at the discretion of the Commission, but he shall not again be certified for the same or less salary or for the same locality.

SECTION VII, PROBATION PERIOD: All appointments from eligible lists for original entrance or promotion shall be for a probationary period of three months, which probationary period shall not include the time served as a temporary or emergency appointee, but shall date from the time of the appointment after regular certification. If, at the close of the probationary period, the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he will not receive permanent appointment, and the appointing officer shall inform the Commission in writing of the reasons for not making such appointment permanent; otherwise the retention of such probationer in the service shall be equivalent to his final and absolute appointment. The name of any dismissed probationer shall be replaced in its former position on the eligible register for further certification, provided the reasons for the dismissal during the probationary period are not such as to warrant his name being removed from the eligible list. Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department and there is a necessity for a reduction of the force in such department, they shall be preferred for retention in the order of their original standing on the list.

SECTION VIII, QUALIFYING EXAMINATIONS: Whenever a vacancy exists in a position in the competitive class and an open competitive examination, duly advertised, does not result in an eligible list for such

position, the appointing authority may nominate a person to the Commission for a qualifying examination. When such nominee shall be certified by the Commission as qualified, he may be appointed to fill such vacancy.

RULE X.

NON-COMPETITIVE CLASS.

SECTION I, WHAT IT SHALL INCLUDE: Positions in the non-competitive class shall be those of a minor character, the filling of which is impracticable either through competitive examination or through registration under the provisions of Rule XI, and which are specifically named in Appendix I, which is hereby made a part of this rule, or which may hereafter by action of the Commission be included therein.

SECTION II, EXAMINATIONS: Examinations for positions in the non-competitive class shall determine the qualifications of the applicant as to citizenship, age, physical condition, moral character, and requisite knowledge and ability to discharge the duties of the position sought. The Commission may prescribe such uniform standards as to qualifications and tests as may be considered for the best interests of the service.

SECTION III, BOARD OF EXAMINERS: The Commission may appoint a Board of Examiners in each municipality, office, department or institution in which non-competitive positions occur. Such examining board shall be composed of not less than three of the superior officers or employees of such municipality, office, department or institution, and it shall transmit to the Commission, at the end of each month, a statement of the results of the examinations conducted during such month, setting forth on the forms provided for this purpose the names of persons examined and qualified and the names of persons appointed, the compensation of each and such other information as the Commission may require.

SECTION IV, VETERAN PREFERENCE: The appointing officer shall select for appointment from among those who are found qualified as the result of examination, with sole regard to merit and fitness, except that honorably discharged soldiers, sailors and marines who have proved their eligibility through examination shall be preferred for appointment.

SECTION V, PROBATIONARY PERIOD: Appointments to positions in the non-competitive class shall be for a probationary period of three months and shall be made in the manner prescribed in Rule IX concerning competitive examinations. Suspension, removal, fine, reduction or discharge of employees in the non-competitive class are subject to all the provisions of Rule XVI.

RULE XI.

LABOR CLASS.

SECTION I, WHAT IT CONTAINS: Positions in the Labor Class shall include such unskilled laboring positions as are specifically named in Appendix I, which is hereby made a part of this rule, and such other positions as may, by action of the Commission, be included therein.

SECTION II, ELIGIBLE REGISTERS: The Commission shall maintain registers of persons eligible to employment in the Labor Service in each municipality under civil service control, and in such localities, departments and institutions as may be found desirable, and whenever the Commission may deem it for the best interests of the service, separate lists for the various kinds of labor required by the several municipalities, departments and institutions, may be established.

SECTION III, ELIGIBILITY: Labor lists shall continue in force for a period of one year from the date of registration. To be eligible for registration, applicants must be citizens of the United States, reside in the municipality in which they desire service, be physically fit to perform laboring duties and comply with such other requirements as may be prescribed by the Commission. No person who has been discharged from the public service shall be eligible for registration for a period of one year after such discharge, except by special permission of the Commission, but where the discharge is for inefficiency or inability in some particular capacity and not delinquency or misconduct, the Commissioner in Charge or the Registrar of Labor may re-register such applicant for a laboring service of a different character for which he may be found qualified.

SECTION IV, REGISTRARS OF LABOR: The Commission may appoint labor examiners who shall be known as Registrars of Labor and who shall receive applications, conduct examinations, maintain eligible registers, make certification of laborers and perform such other related duties as the Commission shall prescribe.

SECTION V, APPLICATION FOR REGISTRATION: Applications for registration for laboring positions shall be received at any time, and the application form shall include a statement of facts, under oath, with regard to the applicant's age, residence, citizenship, physical condition, previous occupation and experience, certificates of former employers or others as to character and capacity, and such other information as the Commission may require. The application should be in the handwriting of the applicant. If such application is not in the handwriting of the applicant, statements contained therein shall be read to the applicant after which he shall make affidavit as to the truth and correctness of the same.

SECTION VI, EXAMINATION: The Commission may adopt such methods for the verification of the facts stated in the application as it may deem advisable, and the applicant shall be graded on the statements contained therein together with such oral, practical, medical and physical tests as may be prescribed. The names of those who fulfill the

requirements and pass the examination shall be placed on the proper eligible registers in the order in which their applications are received.

SECTION VII, REQUISITION AND CERTIFICATION: In making requisitions, the appointing officer shall state the kind of labor needed, the pay and probable length of employment, the number to be employed, the date on which and the time and place at which the applicants shall report. The Commission, or registrar of labor, shall notify, in the order of their standing on the eligible register, twice the number to be employed to report at the designated time and place and shall send to the appointing officer a list of those so notified. From among those reporting at said time and place the appointing officer shall appoint the number required in the exact order of their standing on the eligible register and shall make a prompt report to the Commission or the registrar of labor giving the names of the applicants so appointed.

SECTION VIII, TEMPORARY EMPLOYMENT: In cases where it is not practicable to secure laborers from an eligible register with sufficient promptness, or when a list is temporarily exhausted, the appointing officer may, with the approval of the Commissioner in charge or the Chief Examiner and Secretary, subject to the approval of the Commission, employ such laborers as may be immediately required for a period not exceeding thirty days and such appointing officer shall report at once his action, with full particulars thereof, to the Commission. In no case shall any emergency appointment exceed a period of thirty days when it is possible to make regular certification and appointment in accordance with the Civil Service regulations.

SECTION IX, EMPLOYMENT OF NON-RESIDENTS: When it is impossible to secure, after diligent effort, a sufficient number of applicants who are residents of the municipality in which such service is required, the appointing officer may, with the consent of the Commission, employ such non-residents as may be required to carry on the work in question, but in no case shall such employment continue beyond the period when it is possible to obtain residents either by registration and certification or otherwise.

SECTION X, APPOINTMENT, RELAY EMPLOYMENT, RE-INSTATEMENT: It shall be the duty of the appointing officer to submit in such manner as the Commission may prescribe a report of appointments in the Labor Class and upon the termination of employment he shall in each case certify to the Commission the reasons therefor, together with a statement as to the grade of service of such employe. Where such termination is due to a reduction in force, the names of the persons affected shall be placed upon a re-instatement list to be certified in preference to names on any original eligible register. Whenever there are a large number of names on the eligible register, however, and a surplus of labor exists, the laborers qualified under these rules shall, so far as practicable, after their appointment be employed in relays. Unless the grade of the laborer as indicated by the employing authority is either "A" or "B," he shall not be placed on the re-instatement list.

SECTION XI, EFFICIENCY RATINGS: The appointing authority or the rating officer designated by him shall observe carefully the character, quantity and quality of the work performed by the laborers employed,

in accordance with this rule, under his jurisdiction and shall grade them on the forms and in the manner prescribed by the Civil Service Commission as: Grade A—Excellent; Grade B—Satisfactory; Grade C—Unsatisfactory.

SECTION XII, TRANSFERS: A person who has served at least thirty days in a position in the labor class may be transferred to any other position for which he may be shown to possess the qualifications either as to previous experience or physical fitness as may be required in the case of original appointment to such other position.

Transfers from any position in the labor class shall not be made to any other class of the classified civil service and shall be made in the same manner and under the same conditions as provided in Rule XV.

RULE XII.

SEASONAL, TEMPORARY AND EMERGENCY APPOINTMENTS.

SECTION I, SEASONAL APPOINTMENTS: All positions in the competitive class where the nature of such service is such that it is not continuous, but recurs in each successive calendar year shall be designated as seasonal positions. Any person originally appointed to or employed in a seasonal position under the provisions of this rule, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to reappointment to or re-employment in the same position in the next ensuing year in the order of the date of his original appointment or latest promotion in the several grades, provided that in the meantime such person is not disqualified for any of the causes recited in these rules or the Civil Service Law. Any person who is certified to a seasonal position in the same manner as certifications are made to permanent positions, and who is performing the duties of that position when it is made a permanent position shall be eligible for appointment to such position in accordance with his seniority and record.

SECTION II, TEMPORARY APPOINTMENTS: When services are to be rendered of a temporary character and for a limited period, the appointing officer shall inform the Commission, stating the duration of such period, the rate of compensation, the authority for employing such temporary help and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible register who, after notice of the conditions, are willing to accept certification therefor. The acceptance or declination of appointment for temporary service shall not affect the rights of the eligible to certification for permanent appointment. In the event that it is not practicable to make such temporary appointment from the eligible list, the Commission may authorize the employment of a non-eligible for a period not exceeding two months. If, at the end of this period, regular appointment cannot be made in accordance with the Civil Service Law, the appointing authority may request an extension of such temporary service, and if, in the judgment of the Commission, after a consideration of the circumstances, the emergency still exists, an extension not to exceed two months may be permitted. Further successive temporary appointment shall not be authorized, nor shall any person not eligible for permanent appointment be eligible for temporary appointment, if

he has served in such capacity under the same appointing officer within the previous three months. Temporary appointment shall not confer upon the appointee any privilege of promotion, transfer or reinstatement to any position in the classified civil service.

SECTION III, EMERGENCY APPOINTMENTS: In case of emergency or for the purpose of preventing the stoppage of necessary public business, the appointing officer may, with the approval of the Chief Examiner and Secretary, make an emergency appointment for a period not to exceed ten days or until the next regular meeting of the Commission. The appointing authority shall report to the Commission immediately, in writing, all emergency appointments, and successive emergency appointments shall not be permitted.

RULE XIII.

LAY-OFF, LEAVE OF ABSENCE, RESIGNATION AND REINSTATEMENT.

SECTION I, LAY-OFF DEFINED: The term "Lay-off" is used to indicate a temporary or permanent separation from the service for just reasons without delinquency or misconduct on the part of the employe affected.

SECTION II, LAY-OFF: Whenever any permanent position in the classified civil service is abolished or made unnecessary or whenever the number of positions of a certain character is reduced through lack of work or funds, the appointing authority shall notify the Commission of the number of persons to be laid off, the positions involved and the department, bureau or division in which the lay-off is to be made. The Commission shall thereupon certify to said appointing authority the names of the employes who should be laid off, and the appointing authority shall report the lay-off in accordance with such certification, together with the date on which such action becomes effective. Provisional or temporary employes shall be first laid off, and when further lay-offs are to be made the officers or employes next affected shall be those last appointed to the position or positions from which the lay-off is to be made, unless the efficiency records kept by the department in the manner prescribed and filed with the Civil Service Commission shall show that for the year immediately preceding such employe is more efficient than older employes in the same class and grade, in which case the person or persons recorded as being the least efficient shall be laid off. The Commission may investigate the efficiency ratings as reported, and in case of its disagreement therewith may require the lay-off to be made in accordance with its findings.

SECTION III, LEAVE OF ABSENCE: The appointing authority or department head may grant a leave of absence to any regularly appointed officer or employe who has been in the Civil Service for a period of not less than six months upon written application made to him by said officer or employe within his department, provided that such leave shall not exceed a period of three months and is approved by the Civil Service Commission. In no case shall any officer or employe be granted a leave of absence who has been in the Civil Service less than six months, except for sickness, disability, or urgent necessity, in which case ap-

plication for such leave shall be accompanied by such proof as the Commission may require. Leaves of absence shall not be granted for a period exceeding three months except when the employe is called to the service of the country in time of war, when such leave will continue in force until the return of such employe from war service. If at the end of three months' period the conditions are such as to warrant an extension of such leave, the Commission may, at the request of the appointing authority or the department head, grant such extension. Leaves of absence for the purpose of enabling employes to accept some other position in the classified civil service or in private employment shall not be approved.

SECTION IV, REINSTATEMENT: Whenever any permanent employe or employes are laid off for any of the reasons recited in Section II of this rule, the name or names of such employes shall be placed on a special preferred list in the order of seniority of appointment under such titles and corresponding to such competitive eligible list as, in the judgment of the Commission, most nearly covers the character of duties performed by such person or persons in the position or positions from which lay-off is made. This list shall continue in force for a period of two years, and such person or persons shall be entitled to reinstatement in any office or position of the same or similar character. Such reinstatement shall have preference over any original entrance or promotion eligible list, and employes laid off in any department, bureau or division shall have preference for vacancies in that department, bureau or division. A certification for reinstatement shall include one name only for each vacancy, and the person so certified shall be reinstated within ten days from the date of certification.

SECTION V, RESIGNATION: The resignation of an officer or employe from the classified civil service shall be filed with his appointing officer, who shall immediately notify the Civil Service Commission of such resignation. The absence of an officer or employe from duty for a period of five successive days or longer without leave and without notice to his superior officer of the reason for such absence or of his intention to return shall be considered, in effect, a resignation. No employe resigning from a position in the civil service may be reinstated after such resignation has been received and approved by the Civil Service Commission.

RULE XIV.

EFFICIENCY STANDARDS AND RATINGS.

SECTION I, EFFICIENCY STANDARDS: The Commission shall, as soon as practicable, with the advice of the appointing officers and heads of departments and institutions involved, devise and establish standards of efficiency for all positions and employments in each class and grade in the classified civil service. Such standards shall note the quantity and quality of work which ought to be expected, the manner in which the service should be rendered, the regularity and punctuality of attendance, and such other factors as should be observed in the efficient performance of such service.

SECTION II, EFFICIENCY RECORDS: Records of efficiency of all officers and employes in the classified civil service shall be established under the direction of the Commission, and shall consist of the ratings entered in the periodical reports of the rating officers of the several offices, departments and institutions combined with or replaced by ratings of the Commission upon investigation as hereinafter provided. The Commission shall, from time to time, by written order recorded in its minutes, adopt regulations prescribing subjects or factors upon which the efficiency ratings shall be based, and shall provide schedules of merits and demerits applying to such factors together with the weights assigned to each subject or factor. The subjects or factors prescribed shall be uniform for all positions in the same class and grade and having duties of similar character and standard, and shall be such as will indicate fairly the quantity and quality of service rendered, the manner in which it is rendered, and the weights assigned shall be such as will represent fairly the relative values of said subjects or factors.

SECTION III, DEPARTMENTAL RATINGS: The rating officer or officers of each office, department or institution shall submit quarterly, within ten days after October first, January first, April first and July first of each year, except the municipal services for which report shall be made annually within ten days after January first, through the respective department and institution heads, efficiency ratings for each employe in the classified civil service in the group or groups of employes under his or their direction. These ratings shall be filed as a part of the permanent records of the Commission and shall be used in determining the record and service ratings in promotion, salary advancement, dismissal, lay-off and reduction. All efficiency ratings shall be subject to the approval of the Commission, which may, in its discretion, make such investigations and enter such efficiency ratings for any employe or group of employes as it may deem proper.

SECTION IV, RECORDS OPEN TO WHOM: The records, reports and ratings of efficiency for officers and employes in each office, department or institution shall be open at all times to the inspection of the Commission and the efficiency records, maintained by the Commission, of the employes in the classified civil service in each office, department or institution shall be open to the appointing authority and the rating officers of such department. Any officer or employe, on request, shall be entitled to be informed by the Commission as to the efficiency ratings recorded for him by his rating officer.

RULE XV.

TRANSFER.

SECTION I, TRANSFERS PERMISSIBLE: Transfers may be made—

(a) From a position in one department to a similar position of the same class and grade in another department provided the appointing authority of the department to which the transfer is to be made makes written request therefor, and the appointing authority of the department from which the transfer is to be made approves such transfer.

(b) When an employe has served at least one year, except as provided in Section XII, Rule XI, in the department from which transfer is to be made, and when such employe is within the age limits, if any are specified, possesses the physical qualifications prescribed for examination for the position to which the transfer is proposed and possesses, in the judgment of the Commission, the proper experience, qualifications and training which are required for the efficient performance of the duties of the position in question and which render advisable, in the interest of the service, the filling of the positions by such transfer rather than by original appointment or promotion.

SECTION II, TRANSFERS APPROVED: All transfers must be approved by the Commission before they become effective.

SECTION III, TRANSFERS NOT PERMITTED: Transfers shall not be made:

(a) From one class of the classified civil service to another class of the classified civil service;

(b) When an employe sought to be transferred has served for a period of less than one year except in the non-competitive and labor classes in the department or institution from which transfer is proposed and is not within the age limits, if any prescribed, does not possess the physical qualifications or the proper experience, qualifications and training required for the efficient performance of the duties of said position to which transfer is proposed, which conditions do not render advisable in the interest of the service, the filling of the position by transfer rather than by original appointment or promotion.

(c) When the Civil Service Law, rules or the duties to be performed require an examination involving essential tests or qualifications different from, or higher than, those required for original entrance to the position from which transfer is sought.

(d) When the salary rate of the position to which transfer is sought is greater than the rate to which the employe seeking transfer is entitled by reason of his years of service under existing provisions governing salary advancement. Advancement in salary in the municipal service of persons so transferred shall not be approved until such person has served for a period of at least six months in the new position.

(e) When the salary rate for a position in any office, department or institution in the municipal service to which transfer is sought is higher than that received by employes in the same rank or grade in such office, department or institution, but when a vacancy occurs in any such office, department or institution which cannot be filled by promotion from among the employes in such office, department or institution, it shall be filled through promotion examination, when practicable, open to all employes in the next lower rank or grade in all offices, departments or institutions in such municipal service in the same manner and subject to all the provisions as prescribed in Rule VII.

RULE XVI.

SUSPENSION, REMOVAL, DISCHARGE AND REDUCTION.

SECTION I, SUSPENSIONS: Appointing authorities shall, subject to the approval of the Commission, have power to suspend for disciplinary purposes any officer or employe in the classified civil service for a

reasonable period not exceeding thirty days, except when an officer or employe is charged with a criminal offense, in which case the suspension may exceed said thirty-day period, but successive suspensions shall not be made. The Commission may, at its discretion, investigate any suspension made under the Civil Service Law or these rules.

SECTION II, REMOVAL, DISCHARGE AND REDUCTION: No officer, clerk or employe in the classified civil service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political affiliation, and no officer, clerk or employe in either the competitive or non-competitive class of said service shall be removed, discharged, fined, or reduced, except as provided in Section VII, Rule IX, as to probationers, until he shall have been furnished with a written statement of the reasons for such action and been allowed a reasonable time in which to make written answer thereto. Notice of the action of appointing authorities and a copy of the written charges or statement of reasons served on any employe in the classified civil service sought to be removed, discharged, fined or reduced in accordance with the Civil Service Law and these rules, together with a copy of the written answer thereto, shall be filed with the Civil Service Commission, and no removal, discharge, fine or reduction, except as provided in Section I of this rule, shall become effective until approved by the Commission.

SECTION III, CAUSES FOR REMOVAL, DISCHARGE, FINE OR REDUCTION: Any employe in the classified civil service of the State or of any municipality thereof which has or may hereafter adopt the provisions of the Civil Service Law who shall be guilty of any one or more of the following offenses, shall be subject to removal, discharge, fine or reduction, provided that nothing contained in this section shall be held to prevent removal, discharge, fine or reduction based on any other act or offense not specifically set forth.

- (a) Neglect of duty.
- (b) Absence without leave or failure to report after leave of absence has expired, or after such leave of absence has been disapproved or revoked by the Commission.
- (c) Incompetency or inefficiency in the service, or incapacity due to mental or physical disability.
- (d) So inefficient in the performance of the duties of his position that his final efficiency average, kept in accordance with the rules and regulations of the Commission, is less than seventy per cent. when the facts on which the ratings contributing to such general average are found by the Commission, upon investigation or hearing, to be substantially true and such rating justified.
- (e) Violation of any lawful and reasonable official regulation or order, or failure to obey any lawful or reasonable direction made and given by his superior officer.
- (f) Intoxication while on duty, or in a public place while off duty.
- (g) Conduct unbecoming an officer or employe in the public service.
- (h) Insubordination.
- (i) Wantonly offensive in conduct or language toward the public or other officers or employes.
- (j) Disorderly or immoral conduct.
- (k) Wilful violation of any of the provisions of the Civil Service Law, rules and regulations.
- (l) The commitment of any criminal act.

(m) Failure to pay or make reasonable provision for future payment of just debts, thereby causing annoyance to a superior officer or scandal in the service.

(n) Negligence of or wilful damage to public property or waste of public supplies and equipment.

(o) Pernicious political activity, engaging in political work during working hours, or impaired efficiency due to such activity outside of working hours.

SECTION IV, HEARINGS: Any employe sought to be suspended, except as provided in Section I of this rule, removed, discharged, fined or reduced, may appeal to the Civil Service Commission within ten days after notification of such suspension, removal, discharge, fine or reduction, and the Commission shall grant such employe a hearing; or it may, of its own motion, make such investigation as it deems proper. The Commission shall fix the time and place for such hearing and shall serve upon the appointing officer or board and the person sought to be removed, discharged, fined or reduced, a written notice of the time and place of same, at least five days prior thereto. The respective parties may be represented by counsel and the Commission shall hear witnesses and receive all other competent evidence produced, and determine the case upon such evidence as may be presented. It shall have power also to compel, by subpoena, the attendance of witnesses and the production of evidence. If, on such hearing, the Commission shall disapprove of such order of suspension, removal, discharge, fine or reduction, the same shall be of no effect, and the employe against whom charges have been made shall continue without further interruption in the performance of his proper duties.

SECTION V. COPY OF RULE FOR POSTING: A copy of this rule shall be delivered for posting to each of the State, county and municipal departments and institutions under civil service control.

RULE XVII.

REPORTS.

SECTION I, REPORTS TO COMMISSION: The appointing officer, department or institution head shall immediately report to the Commission—

(a) Appointments whether emergency, temporary, provisional, probationary, permanent or promotion.

(b) Refusal or neglect to accept appointment by a person who has been certified.

(c) Changes in the compensation or proposed changes in the rank or grade of officers or employes serving under his direction and control.

(d) Proposed suspension, fine, reduction, discharge or lay-off of any employes in the classified civil service serving under his direction or control.

(e) Transfers in his department or institution as provided in Rule XV.

(f) Every vacancy, resignation or separation from the service under his direction and control and its cause.

(g) Leaves of absence requested.

- (h) The creation or abolition of any office, position or employment in his department.
- (i) Proposed changes in department organization.
- (j) Efficiency ratings of employes in his department, as provided in Rule XIV.
- (k) Vacation periods and absences with or without leave.
- (l) All non-competitive appointments.

SECTION II, REPORTS FORWARDED: All reports must be signed by the appointing officer, department or institution head and forwarded promptly to the Commission.

RULE XVIII.

SECTION I, ROSTER: The Commission shall keep in its office an official roster of the classified civil service of the State and of such counties and municipalities thereof as are under civil service regulation and control, and shall enter thereon the name of every person who has been appointed, employed, promoted, reduced or reinstated in any position in such service. This roster shall be open to public inspection during office hours and shall show, in connection with each name, the date of appointment, employment, promotion, reduction or reinstatement, and such other data as the Civil Service Law or the rules of the Commission may require.

RULE XIX.

CERTIFICATION OF PAYROLLS.

SECTION I, PAYROLLS CERTIFIED: The Comptroller or other fiscal officer of the State or any municipality thereof, under civil service regulation and control, shall not draw, sign or issue any warrant on the treasurer or other disbursing officer for the payment of any salary or compensation to any officer, clerk, employe or other person in the classified civil service, unless the estimate, payroll or account for such salary or compensation, containing the names of every person to be paid, shall bear a certificate of the Civil Service Commission that the persons named in such estimate, payroll or account have been appointed, employed, reinstated or promoted in pursuance of the Civil Service Law and Rules, under the penalty provided in Section 26 of the Civil Service Act.

SECTION II, PAYROLLS SUBMITTED: Appointing officers, department and institution heads or their authorized deputies shall furnish the Commission with payrolls containing the names of all employes in the classified civil service at least five days before payment is to be made, and shall certify that the persons named therein are employed in accordance with the provisions of the Civil Service Law and Rules, and in the proper duties of the positions and employments indicated. Employes temporarily transferred or detailed from one office, department or institution to another office, department or institution, will be certified for payment of salary or compensation on the payroll of the de-

partment or institution only to which such employes have been detailed and in which they are actually employed.

SECTION III, PERSONS AUTHORIZED TO CERTIFY PAYROLLS: The several members of the Commission and the Chief Examiner and Secretary are hereby authorized to attach the certificate of the Commission to estimates, payrolls or accounts for salary and compensation, as provided in Section 26 of the Civil Service Law, and the Commission may authorize, by resolution recorded in its minutes, any other of its regular employes to perform this service.

SECTION IV, PAYMENT FOR IRREGULAR OR OCCASIONAL SERVICE: For payment for irregular or occasional services the appointing officer, department or institution head shall transmit to the Commission a special account or payroll, bearing his written approval, which approval shall be deemed to be a certificate of the facts required with respect to such employment, and upon examination and certification by the Commission such account or payroll shall be forwarded to the Comptroller or other fiscal officer.

SECTION V, PAYROLLS NOT CERTIFIED: Upon satisfactory evidence that any person appointed to or employed in any position in the classified civil service has been assigned with intent to evade the provisions of the Civil Service Law and Rules to perform duties other than those for which he was examined and certified, or under any title not appropriate to the duties to be performed, the Commission shall refuse to certify to the estimate, payroll or account for the salary or compensation of such employe and shall remove his name from the official roster.

RULE XX.

GENERAL PROVISIONS.

SECTION I. PENALTY FOR VIOLATIONS: The violation of any of the provisions of the Civil Service Law or Rules by any person or persons in the classified civil service of the State or of any municipality thereof, which has or may hereafter adopt the provisions of the Civil Service Law, shall be construed as good cause for the dismissal of such person or persons from the service.

SECTION II. POLITICAL DISCRIMINATION: No persons in the civil service of the State or of any municipality thereof which has or may hereafter adopt the provisions of the Civil Service Law, shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss or cause to be dismissed, or make any attempt to secure the dismissal, or change the official rank or compensation of any person in such service because of his political opinions or affiliations.

SECTION III, QUESTIONS CONCERNING POLITICAL AFFILIATION NOT PERMITTED: No question in any examination, or form of application or other proceedings by, or under the Commission or its examiners, shall be so formed as to elicit information concerning, nor shall any other attempt

be made to ascertain, the political opinion or affiliations of any applicant, competitor or eligible. Such disclosure or attempt at disclosure shall be discountenanced by the Commission and its examiners, and no discrimination shall be exercised, threatened or promised against or in favor of any applicant, competitor or eligible, because of his political opinions or affiliations.

SECTION IV, RECOMMENDATIONS: No recommendation of an applicant, competitor or eligible, involving a disclosure of his political or religious opinions or affiliations, shall be filed or considered by the Commission, by an examining board or by any officer concerned in making appointments and promotions. All such communications shall be discouraged by the Commission or by any such officer, and the writers shall be furnished with a copy of this rule.

SECTION V, POLITICAL OR RELIGIOUS INFLUENCE NOT PERMITTED: No appointment to or removal from an office, position or employment within the scope of any rules established under the Civil Service Law shall be in any manner affected or influenced by any political or religious opinions or affiliations.

RULE XXI.

ADMINISTRATIVE REGULATIONS.

SECTION I, REGULATIONS: The Commission shall prescribe and enforce suitable regulations for carrying into effect the provisions of the Civil Service Law and these rules, not inconsistent therewith, for the guidance of its own action and that of its employes, and shall prescribe blank forms for all applications, certifications, reports, records and returns required under these rules and the regulations made in pursuance thereof.

RULE XXII.

AMENDMENTS.

SECTION I, AMENDMENT: On and after the date of the adoption of these rules no amendment to the same shall be adopted at the same meeting at which it is proposed, and no final action shall be taken on any amendment until after a public hearing of which the Commission shall give due notice in the manner prescribed in Section 4-c, Rule I.

Document No. 11

Twenty-First Annual Report

OF THE

MANAGERS OF THE
NEW JERSEY

STATE VILLAGE FOR EPILEPTICS

SKILLMAN, SOMERSET COUNTY

For the Year Ending June 30th, 1918

Dup. 1321.
2 of 2.

TWENTY-FIRST

ANNUAL REPORT

OF THE MANAGERS OF

The New Jersey

State Village for Epileptics

SKILLMAN, SOMERSET COUNTY

FOR THE YEAR ENDING

JUNE 30,

1918

INSTITUTION OPENED NOVEMBER 1, 1898

**OBJECT: TO SECURE HUMANE, CURATIVE, SCIENTIFIC
AND ECONOMIC CARE AND TREATMENT OF EPILEPTICS**

This report is Hand Set and printed
on a 12x18 inch Press, by the inmates,
in The New Jersey State Village Print
Shop.



Patients shocking Wheat.

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<i>President</i>	HERMAN F. MOOSBRUGGER
<i>Vice-President</i>	RICHARD MOLDENKE, PH. D.
<i>Secretary and Treasurer</i>	DAVID FAIRCHILD WEEKS, M. D.

COMMITTEES

Medical

JOHN McDOWELL CARNOCHAN, M. D.	
WILLIAM A. CLARK, M. D.	RICHARD MOLDENKE, PH. D.

Auditing

CHARLES W. MACQUOID	JOHN McDOWELL CARNOCHAN, M. D.
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Executive

RICHARD MOLDENKE, PH. D.	
HERMAN F. MOOSBRUGGER	CHARLES W. MACQUOID

Buildings and Grounds

CHARLES W. MACQUOID	
JOHN EDWARD CLARK	RICHARD MOLDENKE, PH. D.

School and Entertainments

MRS. BRICE COLLARD	MRS. FRANCIS DEL. HYDE
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RESIDENT OFFICERS

DAVID FAIRCHILD WEEKS, M. D.....	<i>Superintendent</i>
EDWARD M. HAYNES.....	<i>Steward</i>
DAN SMITH RENNER.....	<i>First Assistant Physician</i>
Vacancy.....	<i>Clinical Assistant Physician</i>
ARTHUR C. ZUCK.....	<i>Assistant Physician</i>
M. MACKEY MACLAIN.....	<i>Assistant Physician</i>
Vacancy.....	<i>Assistant Physician</i>
K. MELICENT MESZAROS.....	<i>Assistant Physician</i>
Vacancy.....	<i>Assistant Physician</i>

CONSULTING STAFF

Neurologists

STEWART PATTON, M. D.....	<i>Princeton</i>
BRITTON D. EVANS, M. D.....	<i>Greystone Park</i>
HENRY A. COTTON, M. D.....	<i>Trenton</i>
ALEXANDER MARCY, M. D.....	<i>Riverton</i>
CHRISTOPHER C. BELING, M. D.....	<i>Newark</i>

Physicians

GEORGE R. MOORE, M. D.....	<i>Trenton</i>
THOMAS J. SMITH, M. D.....	<i>Bridgeton</i>
THOMAS H. FLYNN, M. D.....	<i>Somerville</i>

Surgeons

HENRY B. COSTILL, M. D.....	<i>Trenton</i>
WILLIAM H. LONG, M. D.....	<i>Somerville</i>
AARON L. STILLWELL, M. D.....	<i>Somerville</i>

Gynecologists

EDWARD J. ILL, M. D.....	<i>Newark</i>
EMERY MARVEL, M. D.....	<i>Atlantic City</i>

Pediatrist

ALEXANDER MCALLISTER, M. D.....	<i>Camden</i>
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Ophthalmologist

CHARLES F. ADAMS, M. D.....	<i>Trenton</i>
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Pathologist

HARRISON S. MARTLAND, M. D.....	<i>Newark</i>
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Dental Surgeon

EDWARD H. GINNELLEY, D. D. S.....	<i>Trenton</i>
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Report to the Governor

To His Excellency, Honorable Walter E. Edge, Governor of the State of New Jersey:

The Board of Managers of the New Jersey State Village for Epileptics beg to submit this their twenty-first and final report before going out of existence by legislative enactment.

At the close of the period of eight months which have elapsed since the end of the last fiscal year, the number of patients at the Village was 771. And yet the above number forms but a fourth part of those in the State who are subject to the dread affliction for the study and alleviation of which this Village was created.

As can be readily understood, these trying war times have not left the institution unscathed, but have multiplied the difficulties connected with labor and finance very materially. Not only has the cost of operating increased over 25% as compared with the corresponding period last year; but it is bound to become worse, as many items of food for man and animals have risen in cost from 45% to 80% above normal.

Again, the quality of labor now available is inferior to our standard. It is becoming increasingly difficult to hold good employees. Salaries and wages, judging from our present experience, will have to be increased considerably to maintain a reasonably efficient organization, and a supplemental appropriation will undoubtedly be needed to keep the institution running during the coming year.

A further point in this connection is the necessity of providing for the care of State indigent patients in the appropriations. These patients have no legal settlement in the Counties and are not, therefore, chargeable to them. As their entire support is born by the State, and but \$3.50 per capita is the basis allowed for them in the appropriation for the coming year, the institution will run short of money for the support of these cases.

Attention was called in our last report to the desirability of repealing the statute dividing the contracts for buildings. The Legislature did not act on this matter and the results are as

lamentable as can be expected from divided responsibility. The Custodial Building which was to have been completed November 27, 1916, is still unfinished. The other buildings—with the exception of the twenty-seven patient cottages, which were due for completion September 21, 1916—should have been completed on the same date instead of about eighteen months later. The Board of Managers strongly urge that the statute in question be repealed, so that but one contractor be dealt with in the construction of new buildings. The interminable delays under the present conditions mean heavy interest losses to the State besides keeping out waiting cases.

Aside from the Custodial Dormitory above mentioned, the two twenty-seven patient cottages and the service building have finally been completed, and were accepted on March 13, 1918.

The heating system in the Assembly Building has proven inadequate. Plans are necessary for the construction of new distribution troughs for the sand filter beds. The Board of Managers has not yet received the plans and specifications for the addition and alteration of the Administration Building, nor for the extension, enlargement and repairs of the water system as well as for the extension of the telephone system.

The difficulty of securing farm labor led to the purchase of a tractor, and the satisfactory service rendered by this machine emphasizes the desirability of getting more of them as rapidly as possible to save horses and men.

The increasing volume of material and supplies handled in the institution, urges the Board of Managers to again call attention to the need of a Store House; the old barn doing duty as yet being totally inadequate, as well as a manifest fire-trap. The possible loss of this building with its valuable contents packed from cellar to roof would be a calamity. Costly emergency measures would be necessary to palliate the otherwise certain suffering entailed. The institution should not be left to face such a condition.

The Board of Managers, in closing their service, gladly and gratuitously given the State, cannot help but feel a measure of pride in turning over to their successors a great institution, famous for medical and administrative efficiency throughout the United States and well known in the rest of the civilized world. The credit for this enviable situation is primarily due to the energy and ability of the Medical Superintendent, Dr. David F. Weeks. The Board of Managers has consistently and conscientiously co-operat-



Toys made in Manual Training room, for the children.

ed with the Superintendent, and through him with the various officers and employees throughout the organization, in the work of making the New Jersey State Village for Epileptics as nearly a model of its kind as was possible, considering the needs of the patients and the necessary economy due to the resources of the State.

The Board of Managers wish to record their appreciation of the loyalty and interested work of one and all of those who have labored to bring a veritable teeming city out of a small, very small, beginning. The great aggregation of buildings, grouped comfortably in charming landscape, ideally fit for the care and amelioration of the unfortunate wards of the State, stands a monument to faithful work well performed. It will be an inspiration to those who follow, and the nucleus of the vast charitable development the State is bound to face through the accentuation of the very conditions, by the ravages of war, which the institution was created to combat and eventually overcome.

Many of the members of the Board of Managers have guided the growth of the institution from almost its infancy. They have traveled far and wide with the Superintendent to learn everything of value in connection with the housing, care and effective treatment of epileptics. They have received as visitors, commissions and officers of the institutions of other States, and rejoice in the warm co-operation of every Executive of New Jersey as well as its Legislators. It is with much regret that they face the end of their activity. The members of the Board wish their successors everything that is good in the extension of the usefulness of the New Jersey State Village for Epileptics, and tender to you, your Excellency, their respectful salutation and thanks for your un-failing interest.

The reports of the Superintendent and Treasurer hereto appended give the details regarding the management of the Village for the fiscal year just closing.

Respectfully submitted,

HERMAN F. MOOSBRUGGER,
RICHARD MOLDENKE, PH. D.,
MRS. BRICE COLLARD,
WILLIAM A. CLARK, M. D.,
JOHN E. CLARK,
JOHN McDOWEL CARNOCHAN, M. D.,
MRS. FRANCIS DEL. HYDE.
CHARLES W. MACQUOID.

Treasurer's Report

To the Managers of The New Jersey State Village for Epileptics:

Your Treasurer respectfully submits the following report showing the receipts and disbursements for the fiscal year ending June 30, 1918.

RECEIPTS

Balance on hand November 1, 1917, ...	\$12,362.89
Received from State Treasurer, ...	66,313.42
" " State Purchasing Agent, ...	755.28
" " Private Patients, ...	5,100.12
" " Counties, ...	40,801.89
" " Farm Products, ...	5,425.61
" " Miscellaneous Sales, ...	1,259.87
" " Superintendent, Petty Cash Expense Fund, ...	750.00
" " Interest on Trust Funds, ...	53.34
	\$132,822.42

DISBURSEMENTS

Amount paid to State Treasurer, ...	\$64,660.63
" " " Superintendent, Petty Cash Expense Fund, ...	750.00
" " " Purchasing Agent, Petty Cash Expense Fund, ...	250.00
" " " for Wages Officers and Employees, ...	65,813.42
" " " Petty Cash Expenses, ...	505.28
Balance on hand June 30, 1918, ...	843.09
	\$132,822.42

This report includes the Pay Roll of Officers and Employees to June 15, 1918.

SPECIAL FUNDS

The Board of Managers hold on deposit, as a Special Fund, bearing 4% interest the following amounts:



Harvesting hay

In the Hudson Trust Co., (June 30, 1918)..... \$1,000.00
In the Plainfield Trust Co., (June 30, 1918)..... \$1,000.00

The bills for this fiscal year were paid from the State House and are therefore, not shown in this report.

Respectfully submitted,

DAVID FAIRCHILD WEEKS,

Treasurer.

We hereby certify that we have examined the Treasurer's accounts and compared the same with his books and vouchers and find them in accordance with the above statement and correctly stated and balanced.

CHARLES W. MACQUOII),
JOHN MCD. CARNOCHAN,

Auditing Committee.

Superintendent's Report.

To the Managers of The New Jersey State Village for Epileptics:

In obedience to the requirements of the statute creating and governing the institution, I present herewith my Eleventh Annual Report which is the twenty-first annual report of the Medical Superintendent of The New Jersey State Village for Epileptics at Skillman, for the fiscal year beginning October 31, 1917 and ending June 30, 1918.

The change in the time for closing the fiscal year from October 31st to June 30th, makes this report cover a period of eight months instead of a year as heretofore.

Since the opening of the institution 1442 patients have been treated. At the beginning of the year there were 701 patients under treatment. Of this number, 373 were males and 328 females. There were 134 admissions including 7 readmissions of previously discharged patients, making the total number under care and treatment during the year 842. Of the 51 deaths during the year 28 of them were due to the effects of epileptic seizures.

Twelve patients were discharged on request of relatives; 7 were discharged after they could not be located and returned from escape. The average daily number of patients under treatment was 723.05. The population on June 30, 1918 was 771 of which number, 397 were males and 374 females.

We have been free from any serious outbreak of contagious or infectious diseases. Twice during the year we have been under quarantine for Varicella, and once for Rotheln. Each of these times the cases were light and only a few patients affected.

With one exception in the case of one of our oldest employees, who died on November 9th as the result of a hemorrhage from a gastric ulcer, there has been no serious illness among the employees.

As usual a number of accidents have occurred as the direct result of convulsions. The most serious of which have been

fractures of the Humerous, Tibia, Fibula, Rib, Nose, Clavicle, Acromian process of the Scapula, and Inferior Maxilla.

One hysterectomy was performed for the removal of a pelvic Tumor. The patient made a good recovery.

The work of testing patients for susceptibility to diphtheria has been continued throughout the year.

The Wasserman test for syphilis has been made on the inmates as admitted. Eleven percent of whom gave a positive re-action. Six of these cases were under fifteen years of age.

Our printing, including this report has been done in the print shop. The value of the work in this department based on current prices was \$538.43.

In the broom shop, 662 house, 88 stable, 24 toy, and 384 whisk brooms have been made. The corn for the brooms was grown at the Village, tended, harvested and prepared for broom making by the boys in this department.

In order to conserve as much coal as possible, the school and assembly buildings were closed, during the winter months, and as little heat as possible used in all buildings not housing patients.

The work in the school department, while somewhat handicapped by the necessity of holding classes in the various cottages during the winter, has followed as nearly along the prescribed lines as possible. Good progress has been made by those in attendance.

The Annual Day exercises consisted of two parts, first an operetta entitled "A Capital Tea or How Uncle Sam's Wife Entertained the President" was well presented. The second part entitled "A Night at Camp Dix", a scenic characteristic, was well rendered by the Band.

Patients have been admitted on transfer from State and County Institutions as follows:

Essex County Hospital for Insane.....	32
Training School at Vineland.....	1
State Home for Girls.....	1
Reformatory for Women.....	2
State Hospital at Trenton.....	32

The institution was visited by a number of committees from various boards of Freeholders having patients at the institution, all of whom expressed themselves as satisfied with the manner in which the inmates were treated.

One patient, who was a resident of New York State, and

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committed to the Village in error was returned to his home in Brooklyn.

The effects of the war are being felt at the institution more and more as time goes on. We have fifteen employees in the Service, one of whom has made the supreme sacrifice and died in Camp from pneumonia following measles contracted at the cantonment.

Appropriations as made this year are on a per capita basis with no extra provision for state indigent patients. An additional appropriation should be secured to care for this class of patients, for whom we receive no revenue from the counties.

Provisions should be made by the incoming legislature to increase salaries of the employees to compare with the wages paid for like service outside the institution.

The increased cost of everything needed in the operation of the Village will make a supplemental appropriation necessary for the coming fiscal year.

The purchase of a tractor and equipment made it possible to do our farm work more nearly in season than we have heretofore been able to do. The work has been so satisfactory that I recommend the purchase of an additional tractor at an early date.

Owing to the fact that this fiscal year closes earlier than heretofore, we can only report for the Farm Department that a good start has been made in planting the crops, which from present indications should produce a good yield. The rain in the early part of June interfered somewhat with the planting and cultivation of the crops.

The truck in the truck patch looks good. The early vegetables have been produced in sufficient quantities to meet our requirements. The excess has been canned and preserved for winter use.

Our thanks are extended to Mr. Duryee and through him to the various experts that he has from time to time brought to the institution to advise with and assist us in our work.

It has been suggested by the Department of Agriculture that this institution be selected as the one in which to install a modern poultry department properly equipped to furnish pullets for the other institutions throughout the State. In this way the incubator and brooder equipment of the State will be centralized under the care and supervision of an experienced poultryman, and the cost of production as a State problem will be reduced. Before this



Christmas decoration in cottage for school girls

plan can be carried out, it will be necessary to secure an appropriation of sufficient size to erect the necessary buildings, purchase and install the necessary equipment.

All the clothing required by the patients has been made in the sewing room and the mending done in the mending room.

In the blacksmith and wheelwright shops, repairs to farm wagons, machinery, automobiles and gasoline engines have been made. The shoeing of horses has also been done here.

Our mechanics, assisted by patients, have kept up our ordinary repairs. Among the most important of which are the following:

The extension of pipe lines for connection with the newly installed laundry machinery.

The extension of the steam and water lines for the installation of the canning outfit in the Women's Service Building.

Changing of water pipes at the Hospital to protect them from freezing.

Repairs to all heaters, hot water generators and ranges throughout the Institution.

Inside painting at the Laundry, Dungan, Fuld, and Meadowside Cottages. Outside painting at Fuld Cottage, Elm Lodge and the Green House.

New cement floor has been put in the heater room at Maplewood and in front of the shower baths in Foote Cottage.

Brooder houses, hoppers for dry and wet mash and feeders for young chickens have been made and installed in the poultry department. Self feeders for swine have been made.

Window and door screens have been made for the porches at the Service and Custodial Buildings.

Dining room and service tables, lockers, blanket and clothes boxes have been made for the new buildings.

The mason has repaired the ceilings and side walls in Dungan and Fuld Cottages and Elm Lodge, doing such patching as was necessary to prepare these buildings for painting.

The parapet walls of Smalley Hall, and the Service and Custodial Buildings, have been relaid where necessary and plastered preparatory to water proofing.

The chimney at the new Service Building has been repaired and the kitchen range flue raised to the same height as the main chimney.

The patients have done good work in the various departments

to which they have been assigned. Some of the higher grade ones have assisted in caring for the lower grade patients for whom we have had difficulty in keeping attendants. Aside from this, they have run their own cottages without the regular presence of an attendant. In these strenuous times, hampered as we are for want of competent and sufficient help, the service rendered by these patients cannot be under estimated.

A considerable conservation of food has been effected by placing in force a dietary adapted to war conditions. No veal has been used. The consumption of beef has been reduced 15%; flour, 40%; sugar, 50% and lamb, 66 ⅔ %.

Twelve and one tenth percent of the patients admitted this year were of foreign birth. No persons born in Germany have been admitted. Sixty-six percent of the patients tested have mentality equivalent to children from eight to eleven years of age. Of those tested for the second time all have deteriorated except nine. Three of these are between fourteen and twenty years of age. The other six were less than fourteen years.

A very enjoyable Christmas was made possible by the contribution of money, presents, clothing, books, candy, fruit and magazines by our many friends.

We again make grateful acknowledgment to the publishers and editors of the various newspapers gratuitously forwarded to the Village.

In conclusion, I desire to acknowledge my appreciation of the cheerful response of our Consulting Staff to our calls for service and to the clergymen who have so faithfully ministered to our spiritual needs.

I would be ungrateful to the Officers and employees associated with me if I did not acknowledge my appreciation of their services, which have materially contributed to the welfare of the institution.

To you, the Members of the Board of Managers, I acknowledge my obligation for your continued support and wise council in all matters relating to the management of the institution.

Respectfully submitted,

DAVID FAIRCHILD WEEKS,

Medical Superintendent.

Statistical Report for Year 1918.

	Males	Females	Total
Number under treatment October 31, 1917.....	373	328	701
Number new admissions during year.....	63	71	134
Number Re-admissions.....	5	2	7
Total number treated.....	441	401	842
Average daily number treated.....	380.10	342.95	723.05
Number discharged.....	7	6	13
Number died.....	30	21	51
Number out on escape.....	6	1	7
Number under treatment June 30, 1917.....	397	374	771

The cause of death of the fifty-one who died was as follows:

	Males	Females	Total
Arteriosclerosis.....	1	0	1
Asphyxia following convulsions.....	1	0	1
Carcinoma of Stomach.....	0	1	1
Cerebral Hemorrhage.....	2	0	2
Cerebral sclerosis.....	1	0	1
Endocarditis.....	1	1	2
Endocarditis and epileptic convulsions.....	0	1	1
Exhaustion following series of convulsions.....	8	5	13
Epileptic convulsions.....	3	0	3
Erysipelas.....	0	1	1
Exhaustion following epileptic dementia.....	1	2	3
Exhaustion following epileptic mania.....	1	1	2
Myocarditis.....	3	1	4
Myocarditis and epileptic convulsion.....	1	1	2
Nephritis.....	0	1	1
Oedema Pulmonary.....	2	1	3
Pleurisy with effusion.....	0	1	1
Pneumonia Hypostatic.....	1	0	1
Pneumonia Bronchial.....	1	0	1
Pneumonia Lobar.....	1	2	3
Tuberculosis Pulmonary.....	2	2	4
	30	21	51

The ages of those admitted were as follows:

	Males	Females	Total
Five to ten years.....	7	5	12
Eleven to fifteen years.....	12	4	16
Sixteen to twenty years.....	11	9	20

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	males	Females	Total
Twenty-one to twenty-five years.....	7	10	17
Twenty-six to thirty years.....	8	9	17
Thirty-one to thirty-five years.....	4	9	13
Thirty-six to forty years.....	2	3	5
Forty-one to fifty years.....	5	4	9
Fifty-one to sixty years.....	4	9	13
Sixty-one to seventy years.....	2	6	8
Seventy-one to eighty years.....	0	1	1
Unknown.....	6	4	10
	68	73	141

The age at time of first attack in those admitted was as follows:

	males	Females	Total
Under one year.....	8	6	14
One to five years.....	16	17	33
Five to ten years.....	9	11	20
Ten to fifteen years.....	9	8	17
Fifteen to twenty years.....	7	1	8
Twenty to twenty-five years.....	1	2	3
Twenty-five to thirty years.....	3	2	5
Thirty to forty years.....	1	2	3
Forty to fifty years.....	0	0	0
Fifty to sixty years.....	0	1	1
Over sixty years.....	0	1	1
Unknown.....	14	22	36
	68	73	141

The causes assigned (by relatives) in those admitted were as follows:

	males	Females	Total
Alcoholism.....	1	0	1
Anger.....	1	0	1
Dentition.....	4	2	6
Diphtheria.....	0	0	0
Constipation.....	1	0	1
Excitement.....	0	0	0
Fall.....	1	2	3
Fright.....	1	4	5
Heredity.....	0	0	0
Indigestion.....	1	1	2
Overeating.....	1	0	1
Overheat.....	2	0	2
Scarletina.....	1	1	2
Sunstroke.....	0	0	0
Trauma head.....	2	0	2
Trauma.....	1	1	2
Worry.....	0	0	0
Unknown.....	51	62	113
	68	73	141



Truck patch showing hot frames and irrigation system.

The heredity of those admitted was as follows:

	Males	Females	Total
Alcoholic.....	7	6	13
Alcoholic and migraine.....	0	1	1
Alcoholic and tubercular.....	0	0	0
Epileptic.....	11	6	17
Epileptic and feeble-minded.....	0	1	1
Epileptic and insane.....	0	0	0
Epileptic and migrainous.....	0	1	1
Feeble-minded.....	2	1	3
Insane.....	3	8	11
Migrainous.....	1	1	2
Neurotic.....	9	2	11
Tuberculosis.....	3	2	5
Syphilis.....	0	0	0
Epileptic and alcoholic.....	1	0	1
Nonascertainable.....	31	44	75
	68	73	141

Duration of epilepsy prior to admission was as follows:

	Males	Females	Total
Less than one year.....	1	1	2
One year.....	2	0	2
Two years.....	4	0	4
Three years.....	0	2	2
Four years.....	0	1	1
Five years.....	7	2	9
Six years.....	1	2	3
Seven years.....	2	4	6
Eight years.....	4	1	5
Nine years.....	1	1	2
Ten years.....	5	3	8
Eleven years.....	4	0	4
Twelve years.....	2	1	3
Thirteen years.....	0	1	1
Fourteen years.....	3	2	5
Fifteen years.....	1	2	3
Sixteen years.....	3	1	4
Seventeen years.....	3	3	6
Eighteen years.....	2	3	5
Nineteen years.....	0	1	1
Twenty years.....	2	1	3
Twenty-one years.....	1	1	2
Twenty-five years.....	2	2	4
Twenty-six years.....	1	3	4
Twenty-seven years.....	0	0	0
Twenty-eight years.....	0	1	1
Twenty-nine years.....	0	1	1

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	Males	Females	Total
Thirty-one years.....	0	1	1
Thirty-eight years.....	0	1	1
Thirty-nine years.....	0	1	1
Forty-two years.....	2	0	2
Forty-three years.....	0	1	1
Forty-five years.....	0	1	1
Forty-eight years.....	1	1	2
Fifty-one years.....	0	1	1
Fifty-four years.....	0	1	1
Fifty-nine years.....	0	1	1
Sixty-one years.....	0	1	1
Sixty-three years.....	1	0	1
Sixty-six years.....	0	1	1
Seventy-four years.....	0	1	1
Unknown.....	13	21	34
	68	73	141

The social condition of those admitted was as follows:

	Males	Females	Total
Single.....	58	55	113
Married.....	4	9	13
Widowed.....	3	2	5
Unknown.....	3	7	10
	68	73	141

Patients were received from the following Counties:

	Males	Females	Total
Atlantic.....	1	0	1
Bergen.....	0	1	1
Burlington.....	0	2	2
Cumberland.....	0	2	2
Cape May.....	0	1	1
Camden.....	3	0	3
Essex.....	20	24	44
Gloucester.....	1	4	5
Hudson.....	9	7	16
Hunterdon.....	2	2	4
Mercer.....	9	6	15
Middlesex.....	2	3	5
Monmouth.....	4	2	6
Morris.....	2	1	3
Ocean.....	0	0	0
Passaic.....	6	4	10
Salem.....	1	1	2
Sussex.....	0	2	2
Somerset.....	1	1	2
Union.....	4	1	5



Part of the Holstein herd in meadow.

MANAGERS REPORT OF STATE EPILEPTIC VILLAGE 19

	Males	Females	Total
Warren.....	1	0	1
State Indigent.....	2	9	11
	<u>68</u>	<u>73</u>	<u>141</u>

The following number of patients have had no convulsions during periods indicated:

	Males	Females	Total
Two years.....	14	12	26
One year.....	7	8	15
Nine months.....	5	1	6
Six months.....	4	4	8
Four months.....	2	9	11
Two months.....	26	10	36
One month.....	2	15	17
	<u>60</u>	<u>59</u>	<u>119</u>

The occupations of those admitted were as follows:

	Males	Females	Total
Blacksmith.....	1	0	1
Baker.....	1	0	1
Bank Clerk.....	1	0	1
Barber.....	1	0	1
Bartender.....	0	0	0
Bellhop.....	1	0	1
Boxmaker.....	1	0	1
Clerk.....	2	0	2
Cook.....	1	0	1
Conductor.....	1	0	1
Driver.....	2	0	2
Demonstrator.....	0	0	0
Farmer.....	1	0	1
Factory hand.....	4	3	7
Firemen.....	1	0	1
Housework.....	0	19	19
Hatter.....	1	0	1
Laborer.....	4	0	4
Longshoreman.....	0	0	0
Packer.....	0	1	1
Potter.....	0	0	0
Stationary Engineer.....	1	0	1
Saleswomen.....	0	0	0
Shoemaker.....	2	0	2
Silk Worker.....	1	0	1
Telegrapher.....	1	0	1
None.....	40	30	70
Unknown.....	0	20	20
	<u>68</u>	<u>73</u>	<u>141</u>

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Degree of Education of those admitted was as follows:

	males	females	Total
Common School.....	2	1	3
Grammar School.....	4	2	6
Read and Write.....	36	36	72
Read.....	2	0	2
None.....	26	16	42
Unknown.....	2	20	22
	<u>72</u>	<u>75</u>	<u>147</u>

Hospital Statistics for the year:

	males	females	Total
Number patients admitted during the year.....	27	31	58
Number employees admitted during the year	12	15	27
Average daily number patients.....	4.73	8.38	13.11
Average daily number employees treated.....	.217	.267	.484
Number died	4	9	13

COMPLIMENT FIXATION TEST FOR SYPHILIS

REACTION		Sex		Ages of the 11 per cent who reacted to the test										Total
				Total		5 to 10		11 to 15		16 to 20		21 to 30		
				M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	
+	+	+	+	1	1									1
+	+	+	+	1	1									2
+	+	+	+	4	2	6	2			1	1			6
+	+	+	+	2	2	2	1					1		2
-	-	-	-	54	63	117								
Total		62	66	128			5			1	1	2	2	11

TABLE A.

KEY

+ + + + = Very strongly positive.
 + + + = Strongly positive.
 + + = Positive.
 + = Weakly positive.
 + - = Doubtful.
 - = Negative.

One hundred and twenty-eight patients have been tested. Of these 11% gave a positive re-action. Of the 11 giving a positive re-action 6 were under 15 years of age.

Directions for Admission of Patients

The New Jersey State Village for Epileptics is located at Skillman, Somerset County, New Jersey, on the main line of the Philadelphia and Reading Railroad, about midway between New York and Philadelphia, and seventeen miles from Trenton.

Persons applying for admission of a patient will fill out certain blanks, which will be forwarded to any address on application to the Superintendent.

METHODS OF COMMITMENT.

In all cases where the condition of the patient is such that immediate temporary admission to an institution is not necessary pending a judicial hearing and final order of commitment (Section 410; of the Act of 1918; designated as "Class A"), application must be made to the Judge of the Circuit Court, Court of Common Pleas or the Juvenile Court in the County where the patient resides, or may be, for an order instituting an inquiry into the patient's epilepsy, which inquiry shall be determined **before** confinement of the patient.

If in the judgement of the certifying physicians, immediate restraint in an institution is necessary and where an order of temporary commitment can be obtained prior to the patient's admission (Section 411; "Class B"), the applicant must obtain such order from a judge of any court of record in the County before the patient is taken to the institution. Where a District Court exists, a Justice of the Peace is not empowered to issue such order. The order of temporary commitment is returnable before the Judge of the Circuit Court, Court of Common Pleas or of the Juvenile Court of the County.

In all cases where in the judgement of the certifying physicians, the patient should be placed under immediate restraint and confinement in an institution, and where it is impossible to obtain an order of temporary commitment prior to the patient's admission (Section 412; "Class C"), the patient may be admitted on the application papers alone, but the application must contain a statement of the applicant's inability to secure the order of temporary commitment.



Harvesting Wheat.

PAPERS REQUIRED ON ADMISSION OF PATIENT.

In "Class A"—Certified copy of the judge's final order of commitment.

In "Class B"—Original application papers and order of temporary commitment.

In "Class C"—Original application papers.

(For several classifications see section 409 of the act.)

PHYSICIANS' CERTIFICATES

The certificates of the physicians must be based on a personal medical examination of the patient, made by two physicians who are permanent residents of this State and who have been in actual practice of their profession for at least five years. The examination must be made not more than ten days prior to the admission of the patient (in Class A," not more than ten days prior to making of application).

In "Class B" and "Class C" the physicians' certificates must state the conditions which, in their judgment render the immediate restraint or confinement of the patient in an institution necessary; *otherwise the judicial officer will not issue the order of temporary commitment and the patient must be discharged.*

WHO MAY MAKE APPLICATION.

The application may be made by a relative, preferably the next of kin, or the person having the care and charge of the person alleged to be an epileptic; also the sheriff, overseer of the poor, any chief of police or police captain of any municipality in this State where the patient may be, by the warden or other head officer of any public or private charitable institution or hospital in which such patient may be.

All blank spaces in the printed forms should be carefully filled in to insure proper certification of facts sufficient to give jurisdiction to the courts.

COMMITMENT IS FOR AN INDEFINITE PERIOD.

No person will be admitted under five years of age. No patient can be removed until discharged by the Board of Managers. The Superintendent shall have the custody and control of every person admitted to The Village until properly discharged.

Patients should come to The Village provided with plain, strong clothing for summer and winter. Each article of clothing will be plainly marked with the name of the patient and a record made of the same.

24 MANAGERS REPORT OF STATE EPILEPTIC VILLAGE

No person afflicted with a communicable disease can be admitted into The Village.

No person suffering from epilepsy should come to The Village as a matter of experiment, or with a view of spending a few months only. If a person suffering from epilepsy begins to show improvement under three or four years, he has every reason to feel encouraged and gratified.

Epilepsy is a disease in which there is a progressive deterioration. In the majority of cases, especially where the disease has been of long standing, one should not look for more than physical improvement, in a few cases arrest of seizures will result; but at best any improvement that will be at all permanent will only come after a long residence in The Village. Friends and relatives should impress this fact on the patient and not deceive him with promises of a cure after a short residence in The Village, as is too frequently done.

Parents and friends wishing patients to write will provide them with writing material and stamps.

The regular visiting days are Tuesdays, Saturdays and all legal holidays. Visiting hours from 9:00 A. M. to 5:00 P. M. No visitors are admitted on Sunday.

Occasional visits by parents or friends are encouraged; an opportunity will always be given for an examination of The Village and the work of the various departments, and it will be a pleasure to extend all reasonable courtesies, but as the aggregate of visitors is large, they must provide their own transportation to and from the station and arrange for meals outside of The Village.

When writing about patients give their full name and your full name and address, **everytime you write** and enclose postage for reply.

When inquiring about a patient by telephone ask to be connected with the Physician having charge of the patient about whom you desire information.

Express packages and telegrams should be prepaid. The name and address of the sender should accompany every package so that it may be properly recorded.

Western Union Telegraph Company, Skillman, N. J.

American Express Company, Skillman, N. J.

Long Distance Telephone, No. 904, Princeton.

Post Office, Skillman, N. J.

Address all Communications to the Superintendent.

Document No. 13

REPORT
OF THE
NEW JERSEY STATE PRISON
EMBRACING THE
Reports of the Principal Keeper, Clerk, Fiscal Agent,
Parol Agent, Physicians, Moral Instructors
and School Teacher
For the Fiscal Year from November 1st, 1917, to
June 30th, 1918

Doc 134
2 of 2

**NEW JERSEY STATE PRISON
REPORT FOR THE FISCAL
YEAR, FROM NOV. 1, '17 TO
JUNE 30, 1918.**

TRENTON, N. J.

**REPORTS OF PRINCIPAL KEEPER,
CLERK, FISCAL AGENT, PAROLE
AGENT, PHYSICIANS, MORAL IN-
STRUCTORS & SCHOOL TEACHER.**

BOARD OF INSPECTORS

JACOB SHURTS
PRESIDENT

JOHN F. CLARK
SECRETARY

WILSON T. JONES

ALVA L. ALPAUGH

CHARLES S. STEVENS

OFFICERS

JAMES H. MULHERON
PRINCIPAL KEEPER

JAMES E. KERSEY
CHIEF DEPUTY

JOSEPH P. McCORMACK
FISCAL AGENT

CHARLES H. CLAYTON
SUPT. OF REPAIRS

MARTIN W. REDDAN, M. D.
VISITING PHYSICIAN

J. WELLINGTON CRANE
RESIDENT PHYSICIAN

CLERKS

IRVIN C. BLEAM
PRISON CLERK

WILLIAM A. HALL
FISCAL AGENT'S CLERK

EUGENE F. HORNER
SECRETARY TO PRINCIPAL KEEPER

MORAL INSTRUCTORS

REV. THOMAS R. TAYLOR
PROTESTANT

RABBI HARRY JACOBS
JEWISH

REV. EDWARD C. GRIFFIN
CATHOLIC

REV. H. C. VAN FELT
COLORED INMATES

PRINCIPAL KEEPER'S REPORT.

JULY 1, 1918.

Hon. Walter E. Edge, Governor.

Sir: Herewith is submitted my report of the administration of the New Jersey State Prison for the eight months period ending June 30, 1918.

FINANCIAL STATEMENTS

FUNDS OF PRISONERS HELD IN TRUST

Balance on hand October 31, 1917.....	\$5,934.23
Received from Nov. 1, 1917 to July 1, 1918.....	16,385.54
Total	<u>\$22,319.77</u>
Paid out on written order when approved by Keeper, and on their discharge from prison from November 1, 1917 to July 1, 1918.....	12,553.26
Balance on hand June 30, 1918	<u>\$9,766.51</u>

STATE MONEY FOR DISCHARGED AND
PAROLED PRISONERS

Received from State Treasurer during eight months	\$3,000.00
Paid to 505 prisoners on their discharge from prison	2,529.06
Balance returned to State Treasurer June 30, 1918	<u>\$470.94</u>

STATE WAGE ACCOUNT

Received from State Treasurer to date.....	\$26,909.99
Interest on Bank Account to date.....	121.78
Total	<u>\$27,031.77</u>
Total payments to date.....	15,372.37
Balance on hand June 30, 1918.....	<u>\$11,659.40</u>

PROVISIONS

The following is a report of the provisions supplied for the subsistence of prisoners at the prison during eight months.

MEATS AND FISH

Fresh Beef.....	58,645 lbs.
Mutton.....	14,453 "
Corn Beef.....	38,568 "
Salt Pork.....	9,250 "
Frankfurters.....	14,497 "
Mackerel.....	4,500 "
Fresh Fish.....	11,263 "
Cod Fish.....	2,240 "
Scrapple.....	17,520 "
	170,936 lbs.
Daily average for each prisoner.....	.82 lbs.

FLOUR AND BREAD

Wheat and other Flour used for bread.....	215,208 lbs.
Number of barrels of Flour.....	1,098
Number of loaves baked.....	187,304
Weight of bread.....	280,956 lbs.
Daily average for each prisoner.....	1.34 lbs.

CEREALS

Oat Meal.....	5,829 lbs.
Corn Meal.....	1,784 "
Peas.....	4,625 "
Beans.....	14,451 "
Rice.....	4,057 "
Hominy.....	2,615 "
	33,361 lbs.
Daily average for each prisoner.....	.16 lbs.

VEGETABLES

Potatoes, White.....	236,940 lbs.
Cabbage.....	22,912 "
Turnips.....	9,016 "
Onions.....	14,706 "
Carrots.....	11,424 "
Sweet Potatoes.....	7,540 "
	302,538 lbs.

Daily average for each prisoner..... 1.45 lbs.

MISCELLANEOUS

Lard.....	773 lbs.
Sugar.....	5,876 "
Coffee.....	8,627 "
Tea.....	535 "
Milk.....	50,010 pts.
Canned Tomatoes.....	861 gal.
Eggs.....	3,716 doz.
Butter.....	2,052 lbs.
Prunes.....	5,825 "
Molasses.....	1,507 gal.
Vinegar.....	340 "
Green Apples.....	125 bbls..
Yeast.....	661 lbs.
Pepper.....	163 "
Corn Starch.....	602 "
Raisins.....	352 "
Evaporated Peaches.....	3,800 "
Cinnamon.....	11 "
Dried Apples.....	3,500 "
Macaroni.....	5,771 "
Soda Biscuits.....	182 "
Thyme.....	170 "
Baking Powder.....	30 cans
Mace.....	3 lbs.
Ginger.....	38 "
Parsley.....	32 bun.
Green Peppers.....	21 bas.
Celery.....	106 bun.
Nutmegs.....	2 lbs.
Clams.....	6,066
Cheese.....	1,116 lbs.
Baking Soda.....	20 "
Sauer Kraut.....	2½ bbls
Condensed Milk.....	1,015 cans

THE FOLLOWING WAS FOR EXTRA MEALS
THANKSGIVING AND CHRISTMAS

Loin of Pork.....	1,200 lbs.
Chicken.....	1,283 "
Pumpkins.....	60 "
Mince Meat.....	973 "
Cider.....	28 gal.

ELECTROCUTION LAW

Electrocuted during year ending Oct. 31, 1908.....	7
“ “ “ “ “ “ 1909.....	6
“ “ “ “ “ “ 1910.....	4
“ “ “ “ “ “ 1911.....	4
“ “ “ “ “ “ 1912.....	2
“ “ “ “ “ “ 1913.....	4
“ “ “ “ “ “ 1914.....	6
“ “ “ “ “ “ 1915.....	7
“ “ “ “ “ “ 1916.....	3
“ “ “ “ “ “ 1917.....	4
“ “ eight months June 30, 1918.....	2
Retried and sentenced to 20 years.....	2
“ “ “ “ 10 “	1
“ “ “ “ 13 to 20 years.....	1
“ “ “ “ 15 “ 30 “	1
Commuted to life imprisonment.....	7
“ “ 30 years.....	2
“ “ 15 “	1
Retried and acquitted.....	1
Removed by Court and committed suicide.....	1
Died on afternoon of execution.....	1
Here under sentence of death June 30, 1918.....	7
Number received under death sentence to June 30, 1918	<u>74</u>

Chapter 147, P. L. 1918, introduces a new plan for the management of the Charitable and Correctional Institutions of the State. I do not think it appropriate to make, at this time, any recommendations and confine my report to setting forth the usual detail of the eight months' operation of the prison, and together with the officers and other employees of the prison shall, at all times, be ready to co-operate with the others in perfecting the new plans for the conduct of this institution.

There has been a marked improvement in the health, conduct and general morale of the inmates due to the co-operation of the inmates and the officers and keepers. I would be remiss in my duty if I did not take this occasion to express my appreciation of the support that has been given me in the performance of my duties.

Respectfully submitted,

James H. Mulheron, Keeper

TERMS OF SENTENCES DEFINITE TERMS

Death.....	7
Life.....	32
Forty-nine years.....	1
Forty years.....	1
Thirty years.....	23
Twenty-seven years.....	1
Twenty-five years.....	11
Twenty years.....	10
Eighteen years.....	1
Fifteen years.....	9
Fourteen years.....	5
Twelve years.....	2
Ten years.....	4
One year.....	3
Total	110

UNITED STATES PRISONERS

Ten years.....	2
Eight years.....	1
Five years.....	1
Total	4

YEARS DURING WHICH PRISONERS NOW HERE WERE RECEIVED

1904.....	4
1905.....	1
1906.....	3
1907.....	3
1908.....	12
1909.....	14
1910.....	17
1911.....	17
1912.....	27
1913.....	36
1914.....	69
1915.....	106
1916.....	139
1917.....	378
1918.....	237

Total 1063

INDETERMINATE SENTENCES. MINIMUMS

Forty years.....	2
Twenty-eight years.....	1
Twenty-six years & six months.....	1
Twenty-five years.....	1
Twenty-one years.....	2
Twenty years.....	34
Nineteen years.....	1
Eighteen years.....	3
Seventeen years & six months.....	1
Sixteen years.....	3
Fifteen years.....	41
Fourteen years.....	7
Thirteen years.....	1
Twelve years.....	17
Eleven years & six months.....	1
Eleven years.....	3
Ten years & six months.....	2
Ten years.....	40
Nine years & six months.....	1
Nine years.....	5
Eight years & eight months.....	1
Eight years & six months.....	4
Eight years.....	19
Seven years & six months.....	7
Seven years.....	38
Six years & eight months.....	5
Six years & six months.....	3
Six years.....	35
Five years & eight months.....	1
Five years & six months.....	1
Five years.....	74
Four years & eight months.....	25
Four years & six months.....	13
Four years.....	65
Three years & six months.....	37
Three years & four months.....	1
Three years.....	125
Two years & six months.....	18
Two years & three months.....	

MINIMUM SENTENCES—CONTINUED

Two years.....	139
One year, seven months & fifteen days.....	1
One year & six months.....	45
One year & one month.....	1
One year.....	123
Total	949

SUMMARY

Definite terms, State.....	110
Definite terms, United States.....	4
Indeterminate terms.....	949
Total	1063

COUNTIES FROM WHICH PRISONERS WERE RECEIVED

Atlantic.....	40
Bergen.....	73
Burlington.....	34
Camden.....	109
Cape May.....	17
Cumberland.....	20
Essex.....	246
Gloucester.....	14
Hudson.....	102
Hunterdon.....	15
Mercer.....	36
Middlesex.....	88
Monmouth.....	58
Morris.....	16
Ocean.....	7
Passaic.....	76
Salem.....	25
Somerset.....	21
Sussex.....	8
Union.....	32
Warren.....	21
Supreme Court.....	1
United States, District of New Jersey.....	4

Total 1063

AGES OF PRISONERS WHEN RECEIVED

Fifteen to twenty.....	67
Twenty to twenty-five.....	228
Twenty-five to thirty.....	232
Thirty to forty.....	305
Forty to fifty.....	153
Fifty to sixty.....	63
Sixty to seventy.....	10
Seventy to eighty.....	5
Total	1063

NUMBER OF TIMES PRISONERS WERE
COMMITTED HERE

First.....	896
Second.....	113
Third.....	37
Fourth.....	11
Fifth.....	4
Sixth.....	1
Seventh.....	1
Total	1063

COLOR AND SEX OF PRISONERS

White males.....	790
White females.....	7
Colored males.....	246
Colored females.....	15
Yellow.....	3
Brown.....	2
Total	1063

EDUCATION

Can read and write.....	865
Cannot read and write.....	159
Read only.....	9
Write name only.....	30

Total 1063

NATIVITY OF PRISONERS NOW HERE

New Jersey.....	234
United States, outside of New Jersey.....	423
Atlantic Ocean.....	4
Austria.....	45
Australia.....	1
British Guiana.....	1
Canada.....	2
China.....	2
Denmark.....	1
East Indies.....	1
England.....	8
Finland.....	1
France.....	2
Germany.....	33
Portugal.....	2
Greece.....	2
Hungary.....	24
Ireland.....	8
Italy.....	207
Russia.....	19
Russia Poland.....	21
Scotland.....	3
Spain.....	2
Sweden.....	3
Switzerland.....	1
Wales.....	1
West Indies.....	5
Syria.....	1
Turkey.....	2
Philippines.....	2
Japan-Corea.....	1
Armenia.....	1
Total	1063

MISCELLANEOUS ITEMS

Highest number of prisoners during year.....	1114
Lowest number of prisoners during year.....	975
General daily average males.....	1012 ¹⁷⁵ / ₂₆₂
General daily average females.....	21 ¹⁸⁹ / ₂₆₂

STATE PRISON REPORT

11

OF THE TOTAL POPULATION AT THE CLOSE OF THE YEAR THERE WERE:

In the State Prison Building.....	868
At Camp 1 B.....	57
At " 2.....	70
At State Prison Farm.....	68
Total	1063

POPULATION SUMMARY

	MALES	FEMALES	TOTAL
Here October 31, 1917.....	1064	22	1086
Received during year.....	308	6	314
Escaped prisoners returned.....	7	0	7
Returned on revocation of parole....	2	0	2
Returned from State Hospital.....	4	0	4
Returned from order of Court.....	1	0	1
Total	1386	28	1414

DISCHARGED ETC.	MALES	FEMALES	TOTAL
Regular discharge.....	9	0	9
Paroled by Court of Pardons.....	249	4	253
Paroled by Board of Inspectors...	41	1	42
Died.....	3	1	4
Removed by Court.....	4	0	4
Transferred to State Hospital.....	24	0	24
Escaped.....	13	0	13
Electrocuted.....	2	0	2
Total	345	6	351

Here June 30, 1918.....1041 22 1063

ESCAPES

Camp 1	1
Camp 1 B.....	4
Camp 2.....	6
Main Prison.....	2
Total	13

ESCAPES SINCE INAUGURATION OF CAMPS AND FARM

1913.....	4
1914.....	24
1915.....	27
1916.....	29
1917.....	36
1918.....	13

Total 133

Of these: Seventy-four have been returned: One is located
in Sing Sing Prison, New York: and fifty-eight still at large.

Very respectfully,

Irvin C. Blead, Clerk.



FISCAL AGENT'S REPORT.

JULY 1, 1918.

Hon. James H. Mulheron, Principal Keeper.

Sir: I present to you the following report, showing the operations of this office for the Fiscal Year ending June 30, 1918, covering a period of eight months, from November 1, 1917, to June 30, 1918.

The average number of prisoners maintained during the past eight months, was less than that of the same preceding period.

The daily average during the past Fiscal Year, "Eight Months" was 1,034, as against 1,137, in the corresponding period last year, a decrease in the daily average of 103 prisoners.

The greatest number of prisoners in any one day in the past year was 1,114, and the lowest number 975.

The disbursements for maintenance amounted to one hundred, sixty-two thousand, five hundred, sixty-one dollars and eight cents (\$162,561.08) and the different class and purposes for which expenditures were made are shown in the following statement.

Subsistence	\$91,460.64
Hospital, Medicines etc.....	1,246.88
Clothing, Inmates.....	13,541.14
Clothing, Inmates furnished on discharge or parole	11,195.90
Bedding	1,859.48
Sanitary, disinfectant etc.....	2,001.65
Stationery for general use.....	2,135.65
Stationery for use of Inmates.....	225.00
Forage, horseshoeing etc.....	510.05
Tobacco.....	4,972.36
Light.....	3,788.36
Fuel.....	18,866.52
Gas light.....	4,988.86
Water.....	2,064.00
Miscellaneous	3,704.59
Total expenditures	<u>\$162,561.08</u>

The amount appropriated for Maintenance was....	\$175,000.00
Cash received from sources other than Convict Labor, and credited to Maintenance.....	2,697.92
Making a total applicable to Maintenance.....	<u>\$177,697.92</u>
The expenditures for purposes charged against Maintenance account were.....	162,561.08
Making the expenditures less than the amount applicable for these purposes, the sum of.....	<u>\$15,136.84</u>

The following statement shows the names of the Contractors for whom goods were produced; articles manufactured, and the earnings of each contract.

CONTRACTOR	INDUSTRY	EARNINGS
W. S. Rendell	Shoes, cartons, shooks	\$6,981.15
Oppenheim & Co.	Pantaloons, waistbands	6,449.44
Crescent Garment Co.	Shirts	5,427.72
Total Earnings		<u>\$18,858.31</u>

ARTICLES AND QUANTITIES MANUFACTURED

Shoes, dozens.....	10,287 ² / ₁₂
Cartons.....	123,446
Shooks	1,421
Pantaloon, dozens.....	9,100 ¹¹ / ₁₂
Waistbands.....	78,900
Shirts, dozens	16,261 ¹ / ₁₂

The following shows the changes in the labor during the year, by reason of prisoners being transferred to the Farm and Road Camps, discharged and new assignments made to fill their places:

Assigned to contracts Nov. 1, 1917.....	358
Assigned during year.....	246
Total	<u>604</u>

Dropped by reason of expiration of sentence, or parole, or by reason of being transferred to State Prison Farm, Road Camps, or taken for Prison use.....	284
Total	<u>320</u>

Disposition of men in the Prison June 30, 1918, was as follows:

State Use System, Underwear & Hosiery Plant.....	16
State Use System, Auto Tag Plant.....	12
Farm	68
Road Camps.....	127
Making men's suits.....	6
Making men's shoes.....	4
Printing Plant.....	4
Identification Bureau.....	2
Bedding and dresses.....	22
Prison purposes.....	280
Piece price or contracts.....	320
Number without employment and incapacitated.....	202
Total	<u>1,063</u>

The following statement shows the net cost of Prison Maintenance during the year, and its relation to revenue:

Cash Receipts.....	Total	\$68,144.82
Cost of Maintenance.....		\$162,561.08
Revenue, (Forwarded).....		68,144.82
Total cost of Maintenance in excess of Revenue...		<u>\$94,416.26</u>
Total net cost of maintaining each prisoner per diem		\$0.3773

ALL CASH RESOURCES FOR THE YEAR

Balance of earnings 1917, received during 1918	\$ 8,226.15
Received from earnings in 1918.....	19,044.22
" " support of United States Prisoners	589.11
" " Road Department 1917 earnings	
in 1918.....	6,084.20
Received from Road Department.....	23,459.47
" " sale of old rags, iron, bones etc....	1,276.54
" " interest on deposits.....	60.14
" " sale of barrels.....	165.75
" " " Underwear & Hosiery.....	6,344.95
" " " lumber, wood, live stock	
etc. Farm	1,907.95
Received from adjustment of fire loss.....	640.28
Miscellaneous receipts.....	96.06
Received from State Treasurer, petty cash.....	250.00
	<u>Total</u>
	\$68,144.82

During the year there has been received from the State Treasurer, for salaries of Deputy Keepers and subordinate employees, at the Prison, Farm and Road Camps, the sum of..... \$83,939.14

The whole cash operations of this office during the past year is shown in condensed form by the following statement:

RECEIPTS

Revenue from earnings at the Prison Road Camps	
for work done in 1917 and credited that year	\$8,233.30
Revenue from earnings at the Prison Road Camps	23,459.47
	<u>Total</u>
	\$31,692.77

Received from State Treasurer to pay salaries of minor officers at State Prison and Prison Farm....	\$74,419.72
Received from State Treasurer to pay salaries of Deputies at Road Camps.....	9,519.42
Received from State Treasurer for petty cash expenditures.....	250.00
Received from State Treasurer to pay Instructor in Underwear & Hosiery Plant, Auto Tag Plant and Chauffeur.....	2,765.99
Total	<u>\$86,955.13</u>
Revenue Total	68,144.82
	<u>\$155,099.95</u>

DISBURSEMENTS

Paid to State Treasurer account of Prison Receipts	\$68,144.82
Paid Salaries of minor officers at Prison and Farm	74,419.72
Paid salaries of Deputies at Road Camps.....	9,519.42
Paid salaries of Instructor, Underwear & Hosiery Plant, Auto Tag Plant and Chauffeur, State Use System.....	2,765.99
Paid State Treasurer, refund of petty cash.....	250.00
	<u>\$155,099.95</u>

The amount expended during the year for the purchase of furniture, repairs, appliances to the Prison buildings, grounds etc. was.....	\$8,297.30
The amount expended for similar purposes at Prison Farm was.....	174.91
The amount expended for similar purposes at Road Camps was.....	164.08
	<u>\$8,636.29</u>

The salaries of Inspectors, Executive officers, gratuities given to Prisoners upon discharge, are paid directly from the State Treasurer, and the amounts paid for these purposes have been included in the following statement in order to show, in concise form, the entire cost of the Prison during the year:

Maintenance, Prison.....	\$135,262.38
" Farm	6,417.47
" Camp No. 1.....	3,820.83
" Camp No. 1-B.....	6,098.35
" Camp No. 2.....	9,192.32
" Camp No. 3.....	1,769.73
Total	\$162,561.08

Furniture & Repairs, Prison.....	\$8,297.30
" " Farm.....	174.91
" " Camp No. 1.....	4.69
" " Camp No. 1-B.....	90.68
" " Camp No. 2.....	68.71
Total	\$8,636.29

Salaries of Deputies and Employees.....	\$67,441.26
" " Farm.....	6,978.46
" " Camps.....	9,519.42
" Underwear & Hosiery and Auto Tag Plants	2,765.99
Total	\$86,705.13

Salaries, Executive Officers.....	\$3,999.98
Salaries, Moral Instructors.....	1,600.00
Electrocution Expenses.....	503.07
Maintenance, School Board.....	800.00
Maintenance, Keeper & Resident Physician.....	1,155.24
Furniture & Repairs, Keeper & Resident Physician	273.71
Gratuities to Discharged Prisoners.....	1,529.06
Travelling Expenses of Parole Agent.....	342.50
Bureau of Identification.....	126.90
Prison Labor Account.....	40,397.85
Wages of Prisoners, pursuant to Chapter 269, P. L.	
1914, amount charged to Prison Labor Account	7,134.62
Transportation of Prisoners.....	1,066.70
Travelling Expenses, Board of Inspectors.....	75.29
Stock and Implements, Farm.....	816.25
Medical Attendance, Farm and Camps.....	265.15
Fertilizer, Seeds, Grain and Forage, Farm.....	5,029.27
Insurance	2,270.45
Annual Appraisement.....	199.92
Painting Materials.....	3,116.79

Library.....	130.96
Hardware, Paints & Oils.....	132.54
Repairs, Coal Trestle.....	225.75
Additional Compensation, J. E. Kersey.....	1,000.00
Reconstructing Wing No. 3, Prison.....	326.70
Additional School Facilities.....	1,301.57
Covered Way to Bath House.....	757.77
Medical Examination, Insane Prisoners.....	500.00
Physical & Mental Examination of Prisoners.....	1,576.83
Purchase of Ice House & Right of Way, Farm.....	600.00
Prison Investigating Commission, Legal Expenses.....	1,500.00
Expenditures incurred for sundry supplies during Fiscal Year, covered by requisitions, bills outstanding to be charged to this Fiscal Year.....	26,435.00
Total	\$105,189.87
Grand Total	\$363,092.37
General expenditures, forwarded.....	\$363,092.37
Less amount chargeable to Prison Labor Account	64,109.86
Total	\$298,982.51

RECEIPTS

Earnings from Convict Labor.....	\$19,044.22
Earnings, balance of 1917, received in 1918.....	8,226.15
Received for support of Federal Prisoners.....	589.11
Received from Interest on Deposits.....	60.14
Received from sale of old iron, rags etc.....	1,276.54
Received from sale of old barrels.....	165.75
Received from Road Department.....	23,459.47
Earnings of Road Camps, 1, 1-B, 2 and 3, due 1918, not paid in Fiscal Year, but credited to that year by Comptroller.....	5,531.02
Received from Sale of Underwear & Hosiery.....	6,344.95
Received from sale of lumber, wood, live stock etc. Farm.....	1,907.95
Received from adjustment of Fire Loss.....	640.28
Received from Miscellaneous Accounts.....	96.06
Received from State Treasurer, petty cash fund.....	250.00
	\$67,091.64
Less earnings of Prison Labor Account, Underwear & Hosiery Plant.....	6,344.95
Total	\$60,746.69

Expenditures over receipts and earnings.....	\$238,145.82
Average number of Prisoners.....	1,034
Net cost per capita, per annum.....	\$230.32
Net cost per capita, per diem.....	0.9517

The following shows the cost per capita of subsisting the Prisoners, and also the per capita cost of the entire maintenance of the Prison, which includes clothing, bedding, fuel, light, water, medicine and supplies of every description:

SUBSISTENCE

Total cost of Subsistence.....	\$91,460.64
Subsistence in excess of receipts and earnings.....	30,713.95
Total	<u>\$60,746.69</u>
Cost per annum, per capita, without deducting receipts	\$88.45
Cost per capita, per diem, without deducting receipts	0.3655

MAINTENANCE

Including subsistence, clothing, bedding, water and all necessary supplies	\$162,561.08
Maintenance in excess of receipts and earnings.....	101,814.39
Total	<u>\$60,746.69</u>
Cost per annum, per capita, without deducting receipts	\$157.22
Cost per capita, per diem, without deducting receipts	0.6497

GENERAL EXPENSES

Including Maintenance, salaries, repairs, appliances and extraordinary expenses.....	\$298,892.51
General expenses in excess of earnings and receipts	238,145.82
Total	<u>\$60,746.69</u>
Cost per capita, per annum, without deducting receipts	\$289.06
Cost per capita, per diem, without deducting receipts	\$1.19
Cost per capita, per annum (Net).....	\$230.32
Cost per capita, per diem (Net).....	0.9517

The State Prison Farm produced during the year articles which valued at market prices, current in Cumberland County, amounted to \$4,008.66. Of that amount there was used in the Maintenance of the Farm \$1,937.18; sold \$1,830.73, and the balance \$240.75 stock on hand.

Pork, sold.....	7,100 lbs.....	\$.22.....	\$1,562.00
Veal, "	1,421 "	.13.....	184.73
Wood, "	21 loads....	4.00.....	64.00
Chickens, used.....	73 lbs.	.30.....	21.90
Eggs, used.....	91¾ doz....	.39.....	35.78
Milk, "	10,465 qts.....	.10.....	1,046.50
Radishes, used	350 bun....	.05.....	17.50
Peas, used.....	18 bas.....	1.25.....	22.50
String beans, used.....	7 "	1.50.....	10.50
Alfalfa hay, "	7 loads.....	25.00.....	175.00
Wood, used.....	243 " ...	2.50.....	607.50
Wood, on hand.....	33 " ...	2.50.....	82.50
Lumber, " "	2,000 ft.....	30.00 M...	60.00
Post, " "	210 "	.25 each	52.50
Bean poles on hand.....	3,050.....	1.50 Cwt.	45.75
Total			\$4008.66

The expenditures for the State Prison Farm and Road Camps Nos. 1, 1-B, 2, and 3 are included in a previous statement of total expenditures for the State Prison, but in order to show the actual expenditures at each point, the following statement is presented:

STATE PRISON FARM

Sums paid out of State Prison Maintenance.....	\$6,417.47
Sums paid out of State Prison, Furniture & Repairs	174.91
Supplies furnished from State Prison.....	100.65
Salaries of Deputies.....	6,978.46
Stock & Implements.....	816.25
Medical Attendance.....	124.25
Fertilizer, Seeds, Grain & Forage.....	5,029.27
Produced at Farm and used for Maintenance.....	1,937.18
Hardware, Paints and Oils.....	132.54
Purchase of Ice House, Right of Way etc.....	600.00

Total \$22,310.98

Cost per capita, per diem, on basis of 75 men average

Maintenance	\$0.3536
General Expenditures.....	0.9483

ROAD CAMP NO. 1

EARNINGS

Earnings of labor employed on Roads.....	\$3,993.33
--	------------

EXPENDITURES

Maintenance, 121 days.....	\$3,820.88
Furniture & Repairs.....	4.69
Salaries of Deputies.....	1,460.56
Supplies from Prison.....	266.65
Medical Attendance.....	26.00
Total	<u>\$5,578.78</u>

Amount of expenditures in excess of revenue.....	\$1,585.45
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Average number of Men at Camp.....	29
------------------------------------	----

Cost per capita, per annum, without deducting receipts	\$192.37
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Cost per capita, per diem, without deducting receipts	\$1.59
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ROAD CAMP NO. 1-B

EARNINGS

Earnings of labor employed on Roads.....	\$6,918.21
--	------------

EXPENDITURES

Maintenance, 139 days.....	\$6,098.35
Furniture & Repairs.....	90.68
Salaries of Deputies.....	2,777.74
Supplies from Prison.....	358.63
Medical Attendance.....	72.90
Total	<u>\$9,398.30</u>

Amount of expenditures in excess of revenue.....	\$2,480.89
--	------------

Average number of Men at Camp.....	50
------------------------------------	----

Cost per capita, per annum, without deducting receipts	\$187.96
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Cost per capita, per diem, without deducting receipts	\$1.35
---	--------

ROAD CAMP NO. 2

EARNINGS

Earnings of labor employed on Roads.....	\$12,767.41
--	-------------

EXPENDITURES

Maintenance, 242 days.....	\$9,192.32
Furniture & Repairs.....	68.71
Salaries of Deputies.....	3,803.62
Supplies from Prison.....	685.54
Medical Attendance.....	26.00

Total \$13,776.19

Amount of expenditures in excess of revenue..... \$1,008.78

Average number of Men at Camp..... 52

Cost per capita, per annum, without deducting receipts \$264.93

Cost per capita, per diem, without deducting receipts \$1.10

ROAD CAMP NO. 3

EARNINGS

Earnings of labor employed on Roads..... \$2,790.90

EXPENDITURES

Maintenance, 77 days.....	\$1,769.73
Salaries of Deputies.....	1,477.50
Supplies from Prison.....	124.20
Medical Attendance.....	16.00

Total \$3,387.43

Amount of expenditures in excess of revenue..... \$596.53

Average number of Men at Camp..... 21

Cost per capita, per annum, without deducting receipts \$161.31

Cost per capita, per diem without deducting receipts \$2.10

UNDERWEAR AND HOSIERY PLANT

There has been manufactured during the Fiscal Year 1918, the following quantities and style of Underwear and Hosiery:

Men's half hose.....	Style No. 100.....	530	dz.	prs.
“ “ “	“ “ 101.....	4	“	“
Women's Stockings.....	“ “ 103.....	90	“	“
“ “	“ “ 104.....	98	“	“
“ “	“ “ 105.....	145	“	“
Men's half hose.....	“ “ 108.....	72	“	“

Men's Underwear.....	Style No. 201.....	373	dz.
“ “	“ “ 210.....	51	“
Women's “	“ “ 300.....	284 $\frac{1}{3}$	“
“ “	“ “ 302.....	15	“
“ “	“ “ 303.....	70	“
“ “	“ “ 303 A... 5	“	
Children's Underwear.....	“ “ 400.....	19	“

Various State Institutions have been furnished with Underwear and Hosiery during the Fiscal Year as follows:

NEW JERSEY STATE PRISON

Men's Socks.....	Style No. 100.....	204	dz. prs.
Women's Stockings.....	“ “ 105.....	6	“
Men's Underwear.....	“ “ 200.....	60	“
“ “	“ “ 201.....	94 $\frac{1}{2}$	“
Women's Underwear.....	“ “ 302.....	1	“

NEW JERSEY STATE HOME FOR DISABLED SOLDIERS, VINELAND

Men's Socks.....	Style No. 101.....	20	dz. prs.
Women's Stockings.....	“ “ 104.....	12 $\frac{1}{3}$	“
Men's Underwear.....	“ “ 201.....	36	“
Women's “	“ “ 302.....	4 $\frac{1}{6}$	“
“ “	“ “ 303.....	8 $\frac{1}{3}$	“
“ “	“ “ 333 A... 4 $\frac{1}{6}$	“	

NEW JERSEY STATE HOME FOR DISABLED SOLDIERS, KEARNEY

Men's Sock's.....	Style No. 100.....	60	dz. prs.
“ “	“ “ 108.....	72	“
“ Underwear.....	“ “ 201.....	90	“

NEW JERSEY STATE INSTITUTION FOR FEEBLE MINDED

Women's Underwear.....	Style No. 300.....	104	dz.
“ “	“ “ 302	45 $\frac{5}{12}$	“
Children's Underwear.....	“ “ 400.....	19	“

NEW JERSEY STATE HOME FOR GIRLS, TRENTON

Women's Stockings.....	Style No. 105.....	105	dz. prs.
“ “	“ “ 106.....	22	“
“ Underwear.....	“ “ 300.....	74	“
“ “	“ “ 303.....	69	“
Wash Cloths.....		12	“

NEW JERSEY STATE HOME FOR BOYS, JAMESBURG

Men's Socks.....	Style No. 100.....	100	dz.	prs.
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NEW JERSEY STATE HOSPITAL, MORRIS PLAINS

Men's Socks.....	Style No. 100.....	200	dz.	prs.
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" "	" " 102.....	6	"	"
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Women's Stockings.....	" " 104.....	62	"	"
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" "	" " 105.....	50	"	"
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Men's Underwear.....	" " 201.....	150	"	
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" "	" " 210.....	119½	"	
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Women's Underwear.....	" " 300.....	150	"	
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NEW JERSEY REFORMATORY, RAHWAY

Men's Socks.....	Style No. 100.....	150	dz.	prs.
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NEW JERSEY REFORMATORY, CLINTON

Women's Stockings.....	Style No. 103.....	24	dz.	prs.
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" Underwear.....	" " 300.....	24	"	
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NEW JERSEY STATE HOSPITAL, TRENTON

Men's Socks.....	Style No. 100.....	252	dz.	prs.
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" "	" " 102.....	24	"	"
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Women's Stockings.....	" " 105.....	200	"	"
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NEW JERSEY STATE COLONY FOR FEEBLE
MINDED MALES

Men's Socks.....	Style No. 100.....	30	dz.	prs.
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TRAINING SCHOOL, VINELAND

Men's Socks.....	Style No. 100.....	24	dz.	prs.
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P. J. JOHNSON

Waste.....		2,802	lbs.	
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The following statement shows the condition of the Prison Labor Account: there are two industries being operated through this account, the Underwear and Hosiery Plant, and the Auto Tag Plant.

Balance available from previous appropriations.....	\$696.64
Amount appropriated for 1918.....	6,000.00
Amount transferred by State House Commission...	40,000.00
Received from sale of Underwear and Hosiery.....	6,344.95
Received from Road Earnings.....	23,459.47
Accounts receivable.....	5,944.28

Total	\$82,445.34
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EXPENDITURES

For materials and supplies, Underwear and Hosiery Plant.....	\$10,669.64
For salaries, Underwear and Hosiery Plant.....	1,208.93
For materials and supplies, Auto Tag Plant.....	29,237.11
For salaries, Auto Tag Plant.....	1,006.67
For supplies, State Auto Truck.....	392.11
For salary, Chauffeur.....	550.39
For Prisoners wages.....	7,134.62
For expenses, Prisoners wage, postage etc.....	98.99
Total	<u>\$50,298.46</u>
Held on requisitions for bills incurred but unpaid...	16,577.39
Total	<u>\$66,875.85</u>
Balance in Prison Labor Account.....	\$15,569.49

Respectfully submitted,

J. P. McCormack, Fiscal Agent.



PAROLE AGENT'S REPORT.

JULY 1, 1918.

Hon. James H. Mulheron, Principal Keeper.

Dear Sir: I have the honor to submit herewith my report, as Parole Agent, for the Fiscal Year ending June 30, 1918.

	MALES	FEMALES	TOTAL
On Parole October 31, 1917	1047	43	1090
Prisoners paroled by Court of Pardons	249	4	253
Prisoners paroled by the Board of Inspectors	41	1	42
		Total	1385
Released from further reporting.....		165	
Released by expiration.....		107	
Died.....		2	
Returned to Prison for another crime.....		10	
Paroles revoked.....		7	291
Total on parole June 30, 1918,			
Males 1054 Females 40.....			1094
Cases considered by Court of Pardons [November, 1917 and March, 1918 Terms].....			608
Cases considered by the Board of Inspectors.....			54
Paroled prisoners personally investigated.....			149
Paroled prisoners delinquent in reports.....			114
Expenses incurred [November 1, 1917 to June 30, 1918].....			\$342.50

During the past eight months, which comprise the Fiscal Year, 295 applicants for clemency were granted, and these were added to the list of prisoners on parole: 291 were released from parole by expiration or good conduct or other causes.

There were 149 prisoners on parole who were personally investigated, most of whom were found to be living properly and working diligently. Of the few who were found to be in difficulties, only in 7 cases, were paroles revoked. There were 10 others who fell by the wayside, and were convicted of new crimes, in their respective counties, who were returned to prison.

I commend most highly the application of the rule for the release of prisoners on parole, after one year as adopted by the Board of Inspectors August 14, 1917. I am pleased to report that since its adoption the results have been very gratifying; prisoners have reported more regularly, more have gained their releases, which also means that they have re-established themselves in business and society; and there have been fewer names added to the delinquent list.

Up to date there have been 29 paroled prisoners who have entered the Service, Army or Navy.

As in former years this office has been in receipt of communications from men who have gained their release, who desire to have their citizenship restored. I again recommend that at each term of the Court of Pardons a list of names be furnished by the Principal Keeper, or his representative of all prisoners on parole, who have been released and made good, and that such be considered as applicants for restoration of citizenship, without making a formal, personal application; I especially recommend that all those who have entered the Army and the Navy, be pardoned.

I desire to express my appreciation of your valued assistance and co-operation, in handling the affairs of this office.

Respectfully,

W. J. McLaughlin, Parole Agent.

PHYSICIANS' REPORT.

JULY 1, 1918.

Hon. James H. Mulheron, Principal Keeper.

Dear Sir: We are pleased to state that the health of the prisoners has been very good during the time elapsing between this and our last annual report. No outbreaks of sickness or epidemics have occurred.

Four deaths have taken place which is comparatively a very small percentage. The causes for same follow:

Tubercular lesion of spinal chord, 1. Lobar pneumonia, 1. Acute myocarditis, chronic parenchymatous nephritis, 1. Intestinal gangrene due to acute intestinal obstruction 1.

We are handicapped by not having proper facilities for the segregation of our syphilitic and tubercular subjects, and would recommend their transfer to a farm where they could do light work and have better living quarters. A solarium for their use would be very beneficial.

Again we advocate better dental facilities and would suggest that a dentist be employed and paid by the State in order to relieve the neglected condition of this branch.

The continuance of the mental examinations by the psychiatrists have proven their worth. Those mentally delinquent, where deemed advisable, have been transferred to the State Hospital. With these men excluded the demeanor of the inmates, with few exceptions, has been perfect.

The Hospital is being painted and enameled white, and when completed, from a sanitary stand point, will compare favorably with any in the State.

Attention is called to the co-operation you have extended, and the manner you have complied with all of our requests for the needs of the Medical Department. We are grateful for the assistance you have rendered individually as well as for the cordial treatment of all of the officers of the Institution.

MONTHS.	TOTAL NUMBER PIECES MEDICINE USED DURING MONTH.	TOTAL NUMBER TREATED DURING MONTH.	TAKEN SICK DURING MONTH AND EXCUSED FROM WORK.	SENT TO STATE HOSPITAL.	PAROLED WHILE IN HOSPITAL	DIED IN CELL OR HOSPITAL	ADMITTED TO HOSPITAL EACH MONTH.	SICK IN HOSPITAL AT CLOSE OF EACH MONTH.	NUMBER OF CONVICTS IN PRISON AT CLOSE OF EACH MONTH.
NOVEMBER, 1917	661	1455	18	2	0	1	30	26	1100
DECEMBER	709	1432	14	1	2	0	48	29	977
JANUARY, 1918	869	1572	12	1	0	0	32	23	1025
FEBRUARY	1052	1590	21	5	0	1	66	30	1023
MARCH	754	1654	33	9	0	1	56	24	1046
APRIL	915	1622	100	3	1	0	116	27	991
MAY	756	1449	31	1	0	0	40	27	1041
JUNE	609	1179	2	2	0	1	44	19	1063
	6325	11953	231	24	3	4	432	205	

Respectfully submitted,

J. W. Crane,
Resident Physician.

Martin W. Reddan,
Visiting Physician.

CATHOLIC CHAPLAIN'S REPORT.

JULY 1, 1918.

My Dear Mr. Mulheron:

In making my report for the close of the Fiscal Year, it is a pleasure for me to express my gratification with the results obtained in my work among the inmates.

Worthy of special mention is the improvement effected, from a moral stand-point, through the privileges granted the inmates for physical exercise and more frequent communication with their friends by letter writing. "A sound mind in a sound body" seems to have been verified and I feel that the administration is to be congratulated for this change in discipline.

I take this occasion to thank you and your deputies for the courtesies and assistance you have given me and assure you that is a satisfaction to testify to the very cordial relations that exist between us.

Respectfully yours,

Edward C. Griffin,

Catholic Moral Instructor.

COLORED CHAPLAIN'S REPORT.

JULY 1, 1918.

Hon. James H. Mulheron, Principal Keeper.

Dear Sir: Permit me to submit my report from November 1, 1917, to June 30, 1918.

As moral instructor in charge of the colored inmates confined in New Jersey State Prison, I rejoice on the behalf that I can report the moral and religious conditions of the colored men and women confined in this institution. The colored men and women who are under my charge are striving to lower the standard of immorality among the unfortunate of our race. Since last November a large number of these men and women have been paroled by the honorable Board of Pardons and I have taken special interest in placing a large number of them in positions in different parts of the State. I have followed them up and thus far their deportment is good. A very few have returned back to the prison.

The colored inmates appreciate the interest shown to them by the principal keeper and his beloved wife and which work among the unfortunate brothers to see that they live up to the discipline of the institution. I might mention that the colored men appreciate the recognition that they have received and having two of their men elected as delegates of large. I also might mention that not only the colored men and women of the institution but the colored men and women of New Jersey wish to commend Mr. and Mrs.

Mulheron for the interest shown one of the colored women inmates who died a few weeks ago and also the spirit manifested by the white and colored inmates for contributing toward the burial expense of this unfortunate woman.

I am especially grateful for the way the colored men and women are receiving my instructions and I believe that as the days go by, through my feeble effort and the incorporation of the officials of the institution and the other moral instructors, that when these unfortunate men and women of my race are released from this institution that they will leave with a higher aim in life. They will go out and retract the past and so become better citizens.

I desire to express my gratitude to Principal Keeper, Mr. Mulheron and Mrs. Mulheron, Head Matron, and all other officials of the institution who have encouraged and assisted me in my work, as colored moral instructor.

Respectfully submitted,

H. C. Van Pelt,

Chaplain for Colored Inmates.

PROTESTANT AND JEWISH CHAPLAINS.

The reports of the Protestant and Jewish Chaplains are omitted, as Dr. Taylor, the former Protestant Chaplain and Rabbi Harry Jacobs, the Jewish Chaplain, resigned their positions on July 1st. and did not make a report of their work for the period ending June 30, 1918.

HEAD TEACHER'S REPORT**JULY 1, 1918.**

Hon. James H. Mulheron, Principal Keeper.

Dear Sir: I herewith present to you my second report as Head Teacher of the New Jersey State Prison School.

My first concern, I presume, in the matter comprising this report, should be to tell you what the school has done during the past eight months.

It has held 106 night sessions since Nov. 1, 1917, attended by 270 men. At these the lessons given have covered work from the alphabet to elementary geography and history.

It has directed the study of a number of men through cell courses, outlining such work, guiding its progress, criticising and correcting it as presented.

It has by personal interviews endeavored to discover the intellectual standing of the men enrolled, to create a desire for their improvement, to strengthen an interest in the things of educational value.

It has given personal attention to each new arrival at the end of quarantine period and found out his educational needs. Illiterates have been urged to enter the School: Others have been advised to begin such work as will furnish stimulus to correct mental attitudes and conclusions.

It has interested itself in whatever concerns the welfare of all here confined, to the end that, while here the school may be to them a means of inspiration, a medium of expression of latent, purposeful, worthy ambitions, a force pushing out into civic life men with real enthusiasm for meeting just and necessary demands of State and Nation.

I will not attempt to give you complete results of these activities. What I see, that I can speak of, and I do see men using for the first time an opportunity to learn reading, writing, and arithmetic: I see men for the first time learning how to express in our language, in both its spoken and written forms, their questions, their knowledge: I do see them go on from the alphabet towards the mastery of the necessary facts of American Citizenship and History, of Geography, of Arithmetic.

With the eye of faith in the possibilities of humanity, condemned and bound, one may see that out of this that the State is adventuring must come returns far more valuable than those here apparent. This school is a means of re-birth the qualities of manhood will assume their proper stations and men will enter into possession of their own.

My second concern is the suggestion of a few things:

- 1 That with the abolition of contract labor, the school have day, instead of evening sessions.
- 2 That every illiterate inmate be obliged to attend school (if mental condition warrants) until he can read, write and cipher; and has some knowledge of what it means to be a citizen of the United States.
- 3 That men above illiteracy be given encouragement to continue along general or special lines according to respective needs and inclinations.

At this time I want to thank you, Sir, for the changing spirit of this institution, that is making possible the full realization of the purposes of its School; and assure you that in all your plans for the better management of the Prison, I shall heartily and sincerely give

you such aid as you have a right to expect from me as the School's Head.

In conclusion I offer the following statistics:

Number of sessions held from Nov. 1, 1917 to May 31, 1918.....	106
Number of men enrolled.....	270
Percentage of attendance.....	72%
Number of men doing cell work.....	45
Number of office interviews.....	436

Respectfully submitted,

R. Howell Tice,
Head Teacher.



***This Report is Hand Set and Printed
on an 8 x 12 inch, Foot-Power Press,
by 3 Inmates in the Prison Print Shop.***



Document No. 14

R E P O R T
OF THE
NEW JERSEY STATE PRISON
EMBRACING THE
Reports of the Principal Keeper, Clerk, Fiscal Agent,
Parol Agent, Physicians, Psychologist, Moral
Instructors and School Teacher

For the Fiscal Year Ending June 30th, 1919

Duo. 1921.
A. of O.

Annual Report

New Jersey State Prison

Trenton, N. J.

Fiscal Year, 1919

BOARD OF MANAGERS

C. W. Huntington, President

Richard M. More

E. R. Johnstone

William H. Loftus

George W. Adams

William B. Maddock

W. A. Barkalow

PRINCIPAL KEEPER

James H. Mulheron

100

100

100

100

100

100

100

100

NEW JERSEY STATE PRISON

Board of Control of Institutions and Agencies,
State House, Trenton, New Jersey.

Ladies and Gentlemen:

In accordance with the provisions of the statutes governing the New Jersey State Prison, the Board of Managers submits herewith the Annual Report of the New Jersey State Prison for the Fiscal Year ending June 30, 1919.

Officers and Employees

A problem of much weight has presented itself continually to the management of the Prison during the past year in the evidence of the universal industrial unrest which has made itself felt among our official force. We have therefore made a special study of the wage scale authorized by the Civil Service Commission for our officers and employes, and the payrolls regularly prepared in accordance with that scale. We find that there has been no adjustment made in the wage scale or wages paid employes and officers of the Prison commensurate with the increased cost of living expenses. We feel that the loyalty of the employes of our Institution, who stuck to their posts during the War period when the demand for workers at wages far in excess of what we have been able to offer increased daily, should be recognized, and thus rewarded.

As a result of our findings in this matter, we made application to the State House Commission for an allotment from the Emergency Fund sufficient to provide a bonus of fifteen per cent of standard salaries, in order that our officers and employes might be enabled to properly meet the expenses of their homes and families during the

period of increased prices. After consideration of the application, the State House Commission advised us that it was not in a position to make such an allotment, and referred us to the forthcoming session of the Legislature.

When the matter came up in the preparation of our annual Budget Request, we concluded, with the advice and approval of your Department, to make recommendations for definite increases in salaries, instead of requesting the War time bonus in the nature of an emergency. The Legislature, however, took occasion to adjust the working day of our officers to the eight hour limit, and in so doing found it necessary to appropriate wages for an additional shift to work out the schedule. In view of that grant, it was considered inexpedient to allow an increase in wages at the same time.

There has, therefore, been as yet no adjustment made in the old wage scale, and we would recommend most strongly that some provision be made by which our officers and employes may receive adequate compensation for their services.

Parole

By virtue of the authority vested in this Board of Managers by Section 201, Chapter 147, Laws 1918, we have had appear before us in person every prisoner eligible for parole at the expiration of minimum sentence, less earned commutation, and carefully considered and acted on each case, being assisted by the course of procedure prepared by the Director of Education and Parole of your Department.

The reports prepared by the various officers who have had the prisoners in charge during their terms of sentence, and the experts who have examined them for physical or mental peculiarities have materially aided in judging the cases.

The Credit Marking System, by which it is intended that the prisoners actually earn the commutation to be awarded under the statutes, has worked very successfully in the cases which have up to this time come to our attention.

We are desirous of co-ordinating our work with that of the Court of Pardons, and endeavor to carry out the intentions of the Court in all cases referred by them to us.

Mental Examinations of Prisoners

The work of the Psychiatric Clinic was discontinued early in the year because funds had not been provided for its operation. We were impressed with the need of having the work of examining prisoners proceed, and advised your Department to that effect.

At the end of February, you sent Edgar A. Doll, then just recently released from the Army, to give the Army Group Test at the prison, and to take charge of the psychological examination of prisoners. This work has continued throughout the remainder of the year, and is summarized in a very comprehensive report which is included herewith. The results of the work with cases applying for parole have been most satisfactory, and we hope to be able to extend its operation during the coming year.

Employment of Prisoners

The abolition of the old Contract System for employing inmates of the New Jersey State Prison on June 30th, 1918, at the time of the establishment of your Department and the appointment of this Board, left no immediate means for employment of prisoners except on the Prison Farm, on road work for the State Highway Commission, in the Shop for the Manufacture of Motor Vehicle License Tags, and at routine and administrative work about the Prison.

The difficulty in securing machinery and equipment during the unsettled industrial period, and the intention to provide industries which will do most for the prisoner, in addition to affording a product of economic advantage, has deferred the adoption of a definite industrial program for the Prison.

The matter of assigning inmates to work outside of the Prison has been carefully studied. Conferences have been held with

representatives of your Department, and representatives of the State Highway Commission, at which the subject has been discussed from the point of view of the inmate, the Institution, and the economic results. The selection of prisoners to assign to work outside the Prison is an all important factor in the adoption of a program for such work.

Each inmate, before such assignment, is individually interviewed and studied, and there is taken into consideration his physical constitution, his adaptability for such work as may be required of him, his crime and sentence, and the emotional and temperamental make-up of the individual. The ease with which escapes may be effected makes it imperative that the prisoner selected must be amenable to discipline and trustworthy.

The overhead expense brought about by heavy guarding, increased cost of supplies, transportation expenses, and equipment, is an item which must be carefully figured in connection with outside assignment. Maintenance expenses are higher in the operation of small units than in the Prison.

On the other hand, out of door employment under an honor assignment is a mark of trust, and is valued as such by the average prisoner, and serves to bring out his best qualities, in addition to being a useful basis for judging his case when he appears for parole.

It has been and is the intention of the management of the Prison to at all times co-operate with the State Highway Commission, and to furnish such quotas when possible as may be desired by it to carry out plans for the utilization of prison labor on the State highways. The efforts of the Commission to so arrange their schedules as to afford us the greatest convenience have assisted materially in our assignments of men to do the work of their Department.

The final program as adopted for the State Prison Farm calls for the regular employment of two hundred inmates in clearing and draining the land, improving the condition and appearance of the property, and working out a profitable agricultural program. This program, however, was not adopted until after the start of the agri-

cultural season this year. Since the clearing and reclamation work can be done to better advantage during the fall and winter months, and drainage follows clearing, therefore it was decided to concentrate for the remainder of this year on the agricultural program, and assign only sufficient inmates to insure its proper operation.

Work on the contract for the Repair of Army Shoes, entered into by your Department with the Salvage Division of the United States Army, provided employment of a most satisfactory nature during six months of the year, and in addition afforded a patriotic activity to be added to our War record.

Under the State Use System, the operation of the Motor Vehicle Tag Shop, Printing Shop, Baking Industry, and preparation for production in the Shops for the manufacture and repair of shoes have provided employment for inmates particularly adapted to the work in such shops, and have provided products of recognized value.

Work on the reconstruction of old cell Wing Three, which is being rebuilt to include a common dining Hall for our entire population, and an Assembly Hall to accommodate one thousand people, has been accomplished entirely with inmate labor, under the direction and supervision of the State Architect. The other accomplishments of the Repair and Reconstruction Department have been of corresponding merit, and include the reconstruction of the industrial shop buildings, the overhauling of the steam and plumbing systems, the continuance of the installation of a modern electrical system, and the general upkeep of plant and equipment. This Department has demonstrated its fitness to serve as a nucleus for the development of a well organized system of trade and vocational training, which it is hoped to establish at the Prison in the very near future.

With the development of a definite industrial program, there must follow the adjustment of the scale of wages paid to inmates. There is provided in the contract between the State Highway Commission and your Board that prisoners employed by the Commission shall receive twenty-five cents per day for their work. In order that work at the Farm should be equally as attractive as the road work

to our inmates, the Legislature at the past session made an appropriation providing for a wage of twenty-five cents a day to be paid to prisoners employed there. Those inmates who have been employed at State Use industries at the Prison have received daily wages on a scale tentatively adopted by your Department. The inmates employed at shoe repairing under the contract with the Government are to receive wages equivalent to those prevailing in this district at the time the work was performed, in accordance with the executive order by the President permitting the employment of prison labor on government work during the War period, of which they will be required to turn over to the Prison only the charge for their maintenance during that period, figured on our regular per capita. The remaining inmates who are employed at the Prison, some on work that requires skill and training, and is productive of valuable results, receive only the old wage of two and one-half cents per day, which was adopted by the Board of Inspectors, and which has been continued until a wage scale shall be standardized and adopted.

These matters of employment and wage payments are by the provision of Chapter 147, P. L. 1918, left to the direction of your Board. You may be assured that you have our hearty co-operation with any policies you may adopt providing for the employment of our population, and our assistance in the carrying out of your plans.

Farm

The proper development and utilization of the tract known as the State Prison Farm at Leesburg, has received the special attention of this Board, and a definite program has been adopted.

An allotment has been procured from the State House Commission, on our formal application, for the completion of the Water Supply System. This is now being accomplished by our inmate labor, under the direction and supervision of the State Architect.

The old practice of disposing in the open market of produce in excess of that consumed at the Farm has been discontinued, and all such produce has been supplied the Prison or other Institutions, and credited to the Farm.

The agricultural program prepared by your Department has been adopted, and is being worked out, and the accounting system offered by your Farm Supervisor has been installed and is in operation.

It is proposed to concentrate the labor of 200 prisoners on the Farm during the coming winter in order to as rapidly as is possible clear and drain the remaining undeveloped land, so that intensive farming may be carried on and the Farm develop into a revenue producing activity.

General Administration

A program for the reorganization of the Prison force has been worked out, in order that with the installation of the eight hour working day on July 1, 1919, a most effective system will be in operation.

All appointments made during the year have been in accordance with the provisions of the Civil Service laws and the regulations of the Commission, and have also taken into consideration the provisions of the Veterans Preferment Act.

The Credit Marking System worked out by your Director of Education and Parole, having as its basis our plan for the grading of prisoners, has been in operation since the first of April at the Prison, Farm, and Camps.

Approval of payrolls and examination of expenditures and requests for emergency allotments and transfers have all received the careful attention of this Board, as have also the use of special appropriations. We appointed Principal Keeper Mulheron as our Budget Officer, to prepare and submit to the Board the anticipated requirements for the coming Fiscal Year, and delegated him our representative to appear at the hearings held to consider this request by your Department, the Budget Commission and the Appropriations Committee.

All reports by members of your Department and your Committees have been received and carefully considered, and your Board or the Commissioner has been advised at once of any action taken by this Board.

Submitted herewith are the reports of the Principal Keeper

and the heads of various subdivisions of our Institution, giving the details of our operation during the past year.

The Board of Managers desires in this place to express its full appreciation of the ability, tact and good judgment displayed by Principal Keeper Mulheron in the discharge of the duties of his position during the unusually difficult and trying conditions of the past year, and of the faithful and loyal service of his subordinate officials at the same time.

Respectfully yours,

C. W. Huntington,
*President, Board of Managers,
New Jersey State Prison.*

Irvin C. Bleam,
Secretary.

NEW JERSEY STATE PRISON

The Board of Managers,
New Jersey State Prison.

Gentlemen:

I present to you the report of the New Jersey State Prison for the fiscal year ending June 30, 1919.

The principal problems during the period have been in connection with the providing for the employments of prisoners following the abolishing of the contract labor system, and the matter of maintaining our official force at the standard desired, both of which have been influenced and affected by the War situation.

Officers and Employees

With the extension of the draft regulations to include men to the age of thirty-five, many of our Officers and employees were registered and subject to call under the draft regulations. At the suggestion of the Department of Institutions and Agencies, affidavits were prepared and executed by the President of your Board and me, setting forth our need for each Officer or employe individually, and claiming exemption for him. These affidavits were presented to each Local Draft Board where an Officer or employe of the Prison was registered, in accordance with the ruling of the War Department, to substantiate claims for exemption.

Our Chief Physician, who volunteered his services at the beginning of the War, served in the Army with the rank of Major, and returned from overseas in April.

Three of our Prison Officers were called to the colors, one serving in the Navy and two in the Army.

The maintaining of our salary scale at the standards as prepared and adopted by the Civil Service Commission on the pre-War basis has resulted in a feeling of general discontent among our Officers and employes. The shortage of man power in industry during this period and the resulting high wages offered an attractive inducement to meet the high cost of living expenses, and it was only by appealing to the sense of loyalty of the Officers that our force was maintained complete. I most urgently recommend that every effort be made to impress upon the next Legislature the financial needs of the Officers and employes of the Prison, many of whom have large families, and find it impossible to properly care for them under the present insufficient salaries allowed.

The law instituting an eight hour working day for Officers of penal and correctional institutions which was passed at the last session of the Legislature will cause a complete reorganization of our official force. The plan for this has been carefully worked out, and it is expected to put it into effect on the first of July, 1919. It provides for the creation of three shifts, each in charge of a Center Keeper, the first to go on duty at 6:30 A. M., to be relieved at 2:30 P. M. by the second shift, which serves until 10:30, when the third shift assumes duty. It is intended that a corps of ranking officers be created to include my assistant, the Chief Deputy, who has authority over all Officers, and acts in my place in my absence, and next in authority to him the Marshal, who is Inspection Officer, followed by three Center Keepers, the Chief Deputies of Farm and Road Camps, and the Identification Officer, who rank as Lieutenants, and the Doorkeeper, Gatekeeper, and designated assistants to Center Keepers and Chief Deputies, who rank as Sergeants. Each rank will carry with it certain responsibilities, and accompanying authority.

The Civil Service Commission has co-operated in this reorganization by creating the positions of Chief Deputy, Road Camps and Farm, and furnished eligible lists for those positions.

The reorganization has already taken place at the Farm and Road Camps. It has been very difficult to secure the proper person-

nel for our official forces at the road camps during the War period. The positions of Road Camp Officer are in most instances temporary, lasting only during the construction seasons. To make these positions more attractive, and to secure a better grade of service, the State Highway Commission has co-operated with the Prison by offering a bonus to run as high as twenty-five dollars per month to those of our Road Camp Officers who evidence interest in the work of the Commission. This custom has proved an inducement and is operating satisfactorily to the interest of both Departments.

Provision has been made by the Legislature in accordance with the governing statutes for the pensioning of four of our Officers, all of whom have served for more than twenty years in the employ of the Prison.

Two deaths have occurred this year in our official force, that of James McGinty, Road Camp Officer, as a result of influenza, and George Robinson, as a result of paralysis.

Our Parole Officer will be taken over by the Department of Institutions and Agencies in their reorganization of the parole system, starting July 1st, but we have been advised that he will be assigned at the Prison for the present.

Charles H. Clayton, our Superintendent of Repairs, will sever his connection with the Prison force to become Superintendent of Industries for the Department of Institutions and Agencies, starting July 1st.

Population

Our average population, which has been steadily decreasing during the past five years, reached the lowest mark this year. The New Jersey State Prison receives the serious offenders only from those counties which have well organized County Penitentiaries, Jails or County Farms, such as Essex, Hudson, Mercer, and Middlesex, and where they have also well regulated probation systems. The tendency in those counties has been of late to deal locally with as many offenders as conditions would permit. This, together with the favorable industrial conditions, we take to account for our low population level.

Under the provisions of Chapter 147, P. L. 1918, we have received on transfer by the Commissioner three inmates of the New Jersey Reformatory for Women, who were repeated parole violators, and have sent to the New Jersey Reformatory at Rahway five boys committed to the Prison, in accordance with the statutes governing their cases, and to the Reformatory for Women one girl, all of whom we felt would not be amenable to our Prison routine, and should create better records at a different type of institution. We have had committed by the Court seventeen inmates who have evidenced symptoms of insanity or reacted to psychoses to the New Jersey State Hospital at Trenton.

The Court of Pardons commuted the sentence of a man under death sentence to that of life imprisonment. A prisoner sentenced to be electrocuted died of tuberculosis before his sentence was carried out. No electrocution occurred during this year.

Inmates: General

With the going into effect of Chapter 147, P. L. 1918, on July 1, 1918, two changes in our former method of operation under the indeterminate sentence law were accomplished. This new law does away with the former practice of requiring a prisoner paroled from the Prison who may be subsequently convicted of a crime before the maximum term of his first sentence has expired to serve the unexpired portion of his first term. It also provides for the remission from both the minimum and maximum terms of sentence of two days for every month of faithful performance of assigned labor, two days in addition for every month of continuous orderly deportment, and two days for every month of manifest effort of self-improvement and control; also, on the recommendation of the Principal Keeper and Moral Instructor, two additional days per month to every convict who shall have merited the same by continuous good conduct for twelve months preceding, and for each succeeding year of uninterrupted good conduct, the remittance shall be progressively increased at the rate of one day per month for that year.

This system provides an incentive for the prisoner to establish a good record for himself, and secure a reward for conscientious deportment. In order to carry out the provisions of the law as intended, there has been installed at the direction of the Board of Managers in the Prison a Credit Marking System, prepared by the Director of Education and Parole of the Department of Institutions and Agencies, based on the Grading System followed by the Prison whereby each prisoner receives daily credits for work, effort, and conduct, in accordance with the allowance of the grade in which he is rated, and thereby earns daily the commutation which the law allows.

The Credit Marking System, in addition to providing a measure for the granting of commutation, has proved an excellent aid in our disciplinary problems. Reduction in grade with the loss of privileges, reduction in credit allowance, and interruption of commutation which follow are sufficient punishment for ordinary disciplinary infractions.

We have been concerned on several occasions during this period with plans for escape and attempted escapes at the Prison. The activity of the prisoners in this respect we feel is influenced by the lack of regular or sufficient employment within the Prison walls, which leaves them with too much leisure to dwell on their incarceration, and results in these attempts to end it.

Considerable attention has been given to improving the condition of the inmates. A new dietary has been introduced, prepared in accordance with the Standard Basic Ration Tables furnished by the Department of Institutions and Agencies. A khaki uniform has been adopted for summer wear, as a relief from the heavy woolen material which has always been the regulation uniform. In our reconstruction of the old Bath House, we installed separate showers which much improve the bathing facilities. Copies of current periodicals have been donated to the Library, and their circulation encouraged. The Prison Store has been operated so as to supply the needs of prisoners, and furnishes the seasonable fruits and vegetables which have been added to the list of commodities which may be purchased by prisoners.

All prisoners in good grade standing who are not employed at

particular assignments are permitted the privilege of the Yard every afternoon between the hours of one and four. Athletic equipment such as basket balls, foot balls, quoits, boxing gloves, and base balls are furnished for their use. It is contemplated to install complete gymnastic equipment as soon as arrangements can be concluded for its proper distribution and use.

Our Prison band, which was furnished with uniforms through the courtesy of a friend of the Prison, has improved steadily by reason of constant practice and with the addition of instruments.

Holidays have been observed with appropriate programs, and visiting lecturers and entertainers have done much to provide recreation for the prisoners. We are anxiously awaiting the completion of the new building which will contain an Assembly Hall with a capacity for our entire population, when we will be able to offer entertainments and diversions more regularly and satisfactorily.

Health

We had a remarkable escape from the ravages of the influenza epidemic, having had not a case within the Prison. In addition to maintaining a strict quarantine, we instructed the inmates in preventive measures and paid particular attention to all physical symptoms.

Under the provisions of Chapter 147, P. L. 1918, we are permitted to transfer inmates to Hospitals for special medical and surgical work. This procedure has been of considerable advantage to us in the case of our women, for whom we have no adequate hospital facilities, and in such emergencies as X-Ray examinations, and special work for which we have no equipment.

Physical examination of all prisoners on admission with treatment prescribed and operations performed when necessary to correct unhealthy conditions has resulted in a great improvement in the physical conditions of prisoners.

I would respectfully urge the obtaining of a sufficient appropriation to provide for the regular services of a Dentist and the furnishing of optical supplies for inmates, as is recommended by the Physician.

Employment of Prisoners and Wage Payments

Under the provisions of the new law going into effect on July 1, 1918, the old method of contracting with outside agencies for the employment of inmate labor is prohibited. With the abolition of this old contract system, the State Board of Control of Institutions and Agencies is given power to "assign to each institution the industries, occupations, vocations, and labor to be operated or performed by the inmates thereof," to operate these industries, arrange for the disposition of products, establish a uniform system of accounting, and finance them from the Working Capital Account, to which all the receipts are payable.

On the first of July, 1918, there existed in addition to the regular administrative work of the Prison and the industry for the manufacture of Motor Vehicle License Tags only two means of employing inmates: at the State Prison Farm, Leesburg, and on our road work for the State Highway Commission. Both of these means of employment had been established and satisfactorily carried on for some years, but under conditions existing they must both be developed so as to employ the maximum number of prisoners—in order to prevent the idleness so menacing to the discipline and welfare of the prisoners, and also to create sources of revenue to go towards the support of the Prison.

Both call for the assignment of prisoners to live and work outside the walls of the Prison, virtually on their honor. In selecting prisoners for such assignments, the physical and mental qualifications of the man must be considered, and his temperamental make-up studied. In addition, the nature of his crime and sentence, his possible reaction to the freedom allowed him, and his adaptability to the work which will be expected of him must be carefully weighed. A prisoner with a detainer or fine should not be sent outside the Prison, where chances for escape are so numerous. The isolated locations of the Farm and road camps make it possible for an escape with the exercise of very little ingenuity. Under existing appropriations, it is possible

to provide only one full shift of guards, thus leaving a long period of inadequate supervision.

Outside employment should be considered as a preparole assignment, and worked out as essentially an honor system. The Board of Managers has considered it as such, and imposes penalties in the nature of additional time to be served after the expiration of the minimum sentence in all cases where an escape has occurred from Farm or Road Camps.

The situation at the Prison Farm has been carefully studied, and a program evolved whereby the labor of 200 inmates will be required during the fall and winter seasons for clearing and draining the land, and 50 to 75 during the agricultural season, when reclamation work cannot be successfully carried on.

After a series of conference between representatives of the Board of Managers, the State Highway Commission, the Department of Institutions and Agencies, and myself, it has been decided that the State Highway Commission would employ during the construction season of 1919 a minimum of 225 inmates and a maximum of 325.

By these arrangements, it is provided that there will be constant employment outside the Prison for from 275 to 400 prisoners.

There has been much study during this year given by members of your Board, the Department of Institutions and Agencies, and myself to the matter of installing industries at the Prison. We have all decided that the industries to be selected and installed shall be those which will provide employment for the greatest number of men according to their ability, which will teach those men profitable occupations which may be of use to them when they leave the Prison, and which will be acceptable as industries to be carried on by Prison labor.

It is planned that with the establishment of an industrial system at the Prison, there shall be provided a plan for vocational training which shall be a part of this system. This will include the co-operation of the Educational Department, and will be so arranged that a schedule may be operated in such a manner that each prisoner

received at the New Jersey State Prison will be educated and trained to the limit of his individual capacity, or as much of this accomplished as is possible during his period of incarceration.

The provision of the law which gives the State Board of Control power to assign and regulate industries provides also that the State Board shall "determine the rate of compensation to be paid, and pay or cause same to be paid to the worker or his dependants, or apportion the pay between the worker and his dependants". The present wage scale in operation is not satisfactory, because the wages paid in most cases are not commensurate with the value of the production of the industry or occupation at which the prisoner is employed. In order to establish a standardized scale, there must be a scientific basis on which to figure, such as an analysis and arrangement of every job which goes to make up every industry or occupation carried on. It is understood that some such basis will be provided as soon as a definite program is decided on, and a satisfactory wage-scale worked out.

Such wages as we have been paying have proved the worth of a plan to provide money payment for services, in that it adds to the self-respect of a prisoner when he can send money home to dependants or have to his credit earnings which he can take with him on parole or discharge, and it also aids materially in the success of the industry in which he may be engaged.

Industrial Department

The manufacture of knit underwear which was established at the Prison by the Prison Labor Commission proved to be impractical as an industry for this Institution. At the beginning of this year, the new Department decided that conditions for its successful operation were more favorable at the State Institution for Feeble Minded, and in accordance with the directions of the State Board, our machinery, equipment and stock were transferred to that Institution.

The other industry established at the Prison by the Prison Labor Commission is that for the manufacture of Motor Vehicle License

tags. Production in that industry commenced in May of 1918, and continued steadily until the completion of the 1919 order of the Motor Vehicle Department. We packed and delivered all tags to the points on the schedule of the Motor Vehicle Department in sufficient time for them to meet all the demands for their issuance. Our product has attracted considerable attention—representatives of several states have come here to inspect our plant and written for information concerning our plant and industry, and the industry has proved satisfactory in every way from the point of view of affording employment for Prison labor.

The State Board of Control of Institutions and Agencies, taking advantage of the executive order of President Wilson providing for the suspension during the War period of the ruling made by President Roosevelt during his administration prohibiting the use of Prison labor on government work, entered into a contract with the Salvage Division of the United States Army for the repair of Army shoes, and assigned this industry to the Prison. During the period of the operation of this contract, which expired on June 30th, 91,626 pairs of shoes were handled in the Prison, for which the inmates employed were paid in accordance with the prevailing rate in the neighborhood on such work, in compliance with the terms of the President's order, and for which we received an overhead charge of five cents per pair. We deduct from the wages paid prisoners the expense of their maintenance during the time they worked on the contract. The remainder of the wages, which will average in many cases \$150 to \$175, will be credited to the accounts of the prisoners, to be used on parole or discharge, remitted to dependants, or a certain percentage may be available for personal use as permitted by grade privileges.

The development of our Printing Industry has been consistently furthered during this period. The Shop has been established in the main Shop Building, and motor presses have been installed to replace the former foot presses. The personnel of the Shop has been carefully selected, and all effort has been put forth to produce

only the best quality of work. The interest and support of the organization of trade printers has been secured, and they are interested in our plan to make our Print Shop a part of our vocational and trade training system,

The reputation of the Prison bakery for the finest kind of bread and rolls has caused the Purchasing Agent to place with us the contract for supplying the requirements of the Village for Epileptics at Skillman. It is hoped that with the installation of our new bread mixing equipment and the contemplated purchase of an automobile delivery truck for the purpose, we may supply other nearby institutions, and such of our road camps as may be within hauling distance.

The Autocar truck purchased with the funds of the Prison Labor Account has been continued to operate as an industry. All materials and supplies for its use are furnished by the Working Capital Account; there is a flat rate charged for hauling, which is applied to the account to which the goods hauled are charged, and credited to the Working Capital Account.

The State Highway Commission has accepted a bid proposed by us for the furnishing of 2,000 concrete posts, to be cast according to specifications. It is hoped that this order may serve to start a well organized concrete working industry at the Prison. We have also agreed to furnish for the State Highway Commission wooden signs or markers according to order.

Machinery has been purchased and installed for the operation of two new State Use industries— one for the manufacture of shoes, the other for the repair of shoes of State institutions. Due to unsettled industrial and shipping conditions, there has been much delay in getting materials and supplies for the operation of these Shops. Relief is now in sight, however, and we expect to start the operation of these industries shortly.

The Mosquito Extermination Committee proposed that we furnish twenty prisoners to go to Barnegat, to start the work of draining the marshes in that vicinity. Because of lack of funds, the plan was abandoned.

Repairs and Reconstruction

The report of the Prison Inquiry Commission recommended that an old cell wing at the Prison be reconstructed so as to provide adequate facilities for a common Dining Hall and an Assembly Hall to accommodate our entire population. The subsequent Legislature made an appropriation to carry out that recommendation. Old Cell Wing Three was demolished, and the State Architect provided plans for the construction of a new building. On August 5, 1918, under the direction of our Superintendent of Repairs, using our prison labor, we commenced work on the new building. It has progressed steadily, until we now find ourselves at the limit of our appropriation, because of the tremendous increase in the costs of building materials, and will find it necessary to appeal for an emergency or supplemental appropriation to enable us to complete the work.

With the removal of the contractors who occupied our Shop buildings, we undertook a complete renovation of these Shops, thoroughly scraping and painting the walls, renewing the lighting, heating, and plumbing lines, reflooring, and have succeeded in preparing as fine a plant for the industrial department as can exist in this Institution.

All installations of machinery and the general upkeep of our entire plant has been accomplished by our Repair and Reconstruction Department. We have reconstructed our old Bath House, installed separate showers divided by slate partitions, and equipped with all sanitary conveniences. We have converted an old building on the grounds which served as a Gas House into a garage building, and constructed a shed for the storage of paints and oils.

The plans now being worked out for the establishment of a vocational and trade training system include the utilization of the present organization of this Department.

Road Work for State Highway Commission

The organization of our Road Camps has been much improved during this season. A Chief Deputy has been placed in responsible charge of each Camp. The State Highway Commission has agreed

to pay a bonus of from \$10 to \$25 per month to those of our Road Camp Officers who evince interest in the work of the State Highway Department. Living quarters at the Camps have been much improved, and additional equipment furnished. Portable toilets have been furnished for the use of gangs working along the roads. A new dietary providing for a hot meal at noon time has been adopted. The State Highway Commission has kindly agreed to furnish trucks at cost for the hauling of supplies, and delays are thus lessened in the deliveries of food stuffs.

The contract entered into between the State Highway Commission and the State Board of Control of Institutions and Agencies provides for the furnishing of such inmates of the Prison as may be required by the State Highway Commission for road work at the rate of three dollars per inmate per day, from which twenty-five cents shall be deducted by the State Highway Commission for overhead expenses in the running of the Camp, such as telephone, lighting, water, upkeep of buildings, and seventy-five cents for the difference between the productive value of inmate labor and free common labor. Of the two dollars which the Prison receives per day per prisoner employed, twenty-five cents must be paid to the inmate performing the work.

The cost of maintaining road camps is heavy for the Prison. It is necessary to employ a large number of officers to provide adequate supervision for the inmates as they are scattered along the roads while working. Transportation expenses in transferring prisoners back and forth from the Prison to the Camps run up the overhead, and our maintenance per capita is considerably higher at road camps than at the Prison. Any delay in securing supplies by the Highway Department or bad weather causes a stop in the work, and our men are idle and we receive no revenue, while expenses go on. For these reasons we have failed in many instances to show earnings in the operation of our Road Camps, and have often incurred expenditures in excess of our receipts. However, this year has proved most satisfactory in many ways in the operation of our Road

Camps, and gradually we are overcoming many of our difficulties.

The work on the roads in the neighborhood of the Camp at Andover was completed early in the season of 1918, and the prisoners assigned at that Camp were transferred to Road Camp 1B, at Layton. During the month of August, 9 prisoners and one Officer were transferred to West Portal, to help prepare the buildings erected by the State Highway Commission at that place for the operation of a new Camp. Work continued at the Layton Camp until October 4th, when 27 men were transferred to the new Camp at West Portal. Sixteen men remained at the Layton Camp to tear down the buildings of that Camp, also to complete the demolishing of the Camp at Andover, until November 14th. On that date they were transferred to West Portal, where the construction of the new Camp continued until the 30th of November, when thirty men were brought in, leaving only six to finish up, who were brought in on the 21st of December. A quota of about fifty men were employed by the State Highway Department during the 1918 season in this section.

Seventy men were maintained at Road Camp 2, Monmouth Junction, until the 19th of August, when an additional 20 men were sent there. The quota was kept at 90 until the end of October, when it started to gradually decrease, until on December 14th only fifty men remained there. On that date 38 were returned to the Prison, and the remaining prisoners worked on special work for the State Highway Department until January 16th, when the Road Camp work was suspended for the rest of the winter.

In addition to these regular assignments, the State Highway Commission employed prisoners during this period on the road at Crosswicks, and on the approaches to the Morrisville Bridge, transporting them back and forth daily to the jobs in their trucks.

The program submitted by the State Highway Commission on May 29th for the use of Prison labor called for the employment of 400 inmates during the construction season of 1919, as follows;

125 at Monmouth Junction.

100 at West Portal,

100 at Robbinsville.

75 at Budd's Lake.

The Road Camp at Monmouth Junction, known as number 2A, opened for the 1919 season on March 1st, with 50 prisoners assigned there. On the 15th of March, the population was increased to 70, which was the limit of capacity until the completion of a dormitory building then being constructed by the State Highway Commission. The condition of the work, however, made it necessary that more men be employed, therefore starting April 3d, 25 men were transported back and forth daily from the Prison to the work on the Monmouth Junction route. This number was increased to 51 on April 10th. On May 19th, when the new building became available, the population was increased to 100 prisoners to be assigned to road work, in addition to those employed doing barracks duty, and the remaining 25 continued to be sent back and forth daily to the work.

The Road Camp at West Portal, known as 2B, opened on April 2, with 15 prisoners. The population was increased to 45 on April 8th, to 60 on April 16th, and to 72 on the 18th, then to 80 on May 27th, in accordance with the requests of the State Highway Commission. We stand ready to fill their quota at any time they may require the full number of men at that Camp.

On June 12th, the Executive Committee of the State Highway Commission decided to have the work on the Robbinsville-Windsor road performed by private contract, and advised us to that effect.

The State Highway Commission has proposed to us the establishment of a Road Camp at Budd Lake, Morris County, which will likely continue for three years. We are prepared to submit to the Commission our plans for an ideal Camp to be constructed at that site.

Farm

The New Jersey State Prison Farm at Leesburg, as acquired by this Institution, consisted of one thousand acres of undeveloped

land in Cumberland County, at a distance of about one hundred miles from the Prison. Since the original purchase, about three hundred acres have been cleared and drained, of which various portions have been cultivated and used for agricultural purposes. It appears that there has been marked lack of progress in the development of the Farm up to the beginning of this year, which has been due in part to the distance of the Farm from the Prison, and has been affected by the apparent lack of definite policy in its management.

A careful and exhaustive study has been made during this year of the conditions and possibilities of the Farm, with the assistance of the Commissioner of Institutions and Agencies, and the members of his Department. At the direction of that Department, the Department of Conservation and Development prepared a comprehensive soil survey, listing crops which may be farmed there successfully, and the United States Department of Agriculture made a drainage survey of the land. As a result of many conferences and visits to the Farm, and in consideration of the opinions given by experts who have been consulted, a program has been adopted which provides for the immediate clearing and draining of the remaining seven hundred acres of underbrush and woodland, the development of the soil and cultivation of crops commensurate with conditions and available facilities, the development of a canning industry for the preparation of products which are not consumed at the Farm or furnished the Prison or other institutions, and the improvement of the plant and equipment and the development of a modern well planned institution.

In order to carry out this program, it is contemplated to maintain a quota of 200 prisoners at the Farm during the fall and winter seasons when the reclamation work can proceed rapidly, and 50 to 75 during the agricultural season, when conditions are not favorable for the work of clearing. The organization of the force at the Farm has been improved so as to enable the operation of this program to be brought about by placing in charge a responsible Officer ranking as Chief Deputy, under whom is a Farm Supervisor, who is responsible for the proper operation of the agricultural department, dairy, piggery, and poultry yard.

An allotment has been procured from the State House Commission for the completion of the water supply system at the Farm, and work is progressing under the direction of the State Architect.

The Farm has furnished considerable produce and pork to the Prison during this period, and this practice has worked out satisfactorily.

The herd has been tuberculin tested, with satisfactory results in every instance, and we are endeavoring to procure a thoroughbred bull to breed up the herd.

Fertilizers have been ordered and applied in accordance with the direction of the Farm Supervisor of the Department of Institutions and Agencies, and crops were put in as directed by the map furnished by him. All supplies for planting were ordered with his approval. Hotbeds have been constructed and used in the setting out of plants. A system of reports prepared by the Department has been installed, including Daily Work Report, Monthly Summary of Horse Hours, Monthly Summary of Inmate Hours, Weekly Produce Report, Monthly Poultry Report, Monthly Dairy Report, in addition to ledgers and day books kept at the Farm.

In the selection of prisoners to be assigned to the Farm, emphasis has been placed on the value of the work as a parole assignment, and the records of prisoners while there are generally of the finest. As a further inducement to secure the best efforts of the prisoners in the working out of our program, we made application to the Legislature for an appropriation under which we might establish a wage system for prisoners employed there, and succeeded in obtaining it, to be available July 1st.

The season now in course gives every indication that the results will establish new standards for the State Prison Farm, and be a good beginning for the accomplishment of the plans which we have adopted.

School

Owing to the lack of regular employment facilities during the past summer, the school was continued throughout the year.

Emphasis is being placed on the instruction of those prisoners lacking the advantages of a common school education, and fundamental studies are taught. For those who are more advanced, courses in reading and studying are planned, and cell work under the direction of the Head Teacher carried on.

The Head Teacher now interviews every prisoner shortly after admission, and gets a complete record of his school training and educational opportunities. He has access to the records of the Psychiatric Clinic, and his records are open to the various departments to which they may be of use.

It is planned that a schedule shall be arranged by which the system of vocational and industrial training now in course of development may be made to include school training germane to the course of training being followed by the prisoner, and the function of the school will be closely co-ordinated with that of the various other departments of training.

Mental Examinations

The operation of the Psychiatric Clinic under the direction of Dr. Henry A. Cotton, Medical Director of the New Jersey State Hospital at Trenton, continued during the months of July and August along the usual lines—the examinations of prisoners on admission, and of selected cases showing evidence of psychoses. The Psychiatrists assigned to this work were called into the service at the end of August, and as there was no appropriation for the continuance of the work, it was temporarily discontinued.

On February 28th, the Psychologist in the employ of the Department of Institutions and Agencies came to the Prison and gave the Army Group examination for determining the intelligence level to all the inmates in the Prison on that day. Since that time, he has been individually examining all prisoners eligible to appear before the Board of Managers for parole, and presenting reports on these cases to the Board, and also giving the Group examinations to new admissions once a month.

The results of these examinations with a study of these results, also suggestions for the more general use of the material that may be gathered in psychological examinations are summarized in a report by the Psychologist, which accompanies this report.

Patriotic Activities

Every inmate of the Prison between the ages of twenty-one and thirty-five was registered in accordance with the instructions of the War Department. Inmates were assisted in the filling in of questionnaires and the War Department was promptly furnished with any information in response to inquiries concerning inmates of the Prison. Pay matters and the handling of discharge papers and bonus claims have been facilitated whenever possible.

Subscriptions were entered by the Prison of contributions by officers and inmates to the various Liberty Loans and Red Cross Drives.

Our Prison Laundry handled all donations received by the local Red Cross Chapter for the Linen Shower for France.

When an ice shortage threatened in this vicinity because of shortage of labor to cut ice and load cars, our prisoners volunteered to do the work, and thus averted the famine.

Similar lack of man power threatened the success of the harvests in the vicinity, and we assigned prisoners to several responsible farmers to accomplish this work. The experiment proved thoroughly satisfactory to the farmers and was enjoyed by the prisoners.

The work done in the Shop for the Repair of Army Shoes was carried on with enthusiasm, and every effort was made to insure its success by the prisoners employed in this Shop.

Many of our paroled and discharged prisoners joined the Army and Navy, and several created splendid service records.

Many of those who were not accepted in the service worked in War industries, and so demonstrated their desire to do something that should count towards our success in the War.

The Armistice holidays were celebrated by the inmates of the Prison with quite as much enthusiasm as on the outside.

Financial

The approval of bills on our schedules of disbursements have been reported monthly to your Board, as have been the payrolls, which are certified to by a member of the Board before being passed to payment.

The Working Capital Account of the Prison was financed by the Prison maintenance accounts until the earnings were sufficient to make disbursements, when our accounts were reimbursed. All Road Camp expenditures and Farm payrolls were charged to the Working Capital Account, because no appropriations have been made for this year to provide for the operation of these activities.

The Budget as prepared for next year included separate accounts for the operation of the Farm and Road Camps, also the payment of wages to inmates employed at the Farm, and the Appropriations Act establishes these accounts, and provides that the receipts from these sources shall be credited to the maintenance account, thereby reserving the Working Capital account for recognized State Use industries.

It has been necessary to secure emergency allotments for various accounts under the appropriations made by the Legislature, because of the unusual increases in the costs of materials and supplies.

A survey of Prison property and equipment has been made by the insurance expert engaged by the State House Commission, and a schedule prepared taking into account the many improvements we have made in our buildings and lighting system. The insurance placed in accordance with this standardization has in many cases been at reduced rates, and much to our advantage.

The Supervising Accountant of the Department of Institutions and Agencies has made a survey of the accounting systems at the Prison, as well as those of other Institutions, with a view to establishing a uniform system throughout the various institutions.

The State Architect has prepared plans and specifications for bread mixing equipment and a refrigerating plant, for which we have appropriations, and has accepted proposals for their installation.

Several claims have been filed against the Prison for loss of property by theft on the part of inmates who have escaped from the Farm and Camps. The Attorney General advises us that the Prison cannot be held directly responsible, but that the Legislature may assume a moral responsibility and see fit to defray these claims. The matter will be presented at the next session.

Organization

As the Chief Executive Officer of the Prison, I have attended the meetings of the Administrative Council of the Department of Institutions and Agencies, of which I am a member, which are held every other week at the office of the Commissioner. These meetings have brought out the purposes and method of operation of the various institutions and the work they are accomplishing, and are tending to bring about better co-operation between the various institutions, as well as with the Department.

In like manner it has been attempted to further co-ordinate the work of the various departments and subdivisions within the Prison. Frequent conferences have been held, attended by the Officers in charge of these departments and subdivisions, at which work has been laid out and principles defined.

The requirement of the Department of Institutions and Agencies that we furnish weekly progress reports has developed within the Institution the practice of having the department and division heads submit weekly reports of the accomplishments of their groups. In this way, direct contact is maintained with the workings of every part of the Institution. Monthly reports are similarly submitted and summarized in the regular report to the Board of Managers.

A new form of daily report has been adopted on which the Marshal reports the assignment of every prisoner of the Institution in the Department to which his labor is credited.

A committee of your Board has been working on a set of rules, regulations, and definition of duties for officers and employes, which it is proposed shall be put into effect with the reorganization of the

force. Each Officer in charge of or responsible for specific work will be presented with a written assignment of his work.

The operation of the new system for classification and credit marking as a development of the systems in use in the Prison is proving its success as a basis for examination for parole. The Court of Pardons has signified its willingness to co-operate with the Prison in the operation of this system in its relation to paroles.

I submit herewith the reports of the heads of the various departments and subdivisions of the Prison.

Respectfully yours,

J. H. Mulheron,

Principal Keeper.

NEW JERSEY STATE PRISON

Hon. James H. Mulheron,
Principal Keeper.

Dear Sir:

Herewith is submitted a report, for the fiscal year ending June 30, 1919, of the Convicts' Cash Fund (James H. Mulheron, Trustee), The State Fund for Discharged and Paroled Prisoners (James H. Mulheron, Keeper) and the 2½ Cent Wage Account (James H. Mulheron, Custodian).

Convicts' Cash Fund

Balance July 1, 1918.	\$ 9,766.51
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Receipts from July 1, 1918 to July 1, 1919.	
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From Fiscal Agent—

Being amount earned by barbers, tailors and shoemakers for work done for Keepers	\$ 179.59
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From Prison Clerk—

Being amount taken from prisoners when admitted to the prison and passed to their credit.....	2,522.72
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From Doorkeeper—

Being amount received in letters and left by friends and relatives.....	14,741.96
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From Interest—

Being amount received from bank balances	357.59
--	--------

From Shop Work—

Old Shops.....	\$984.71	
Print Shop 10 cents per day	72.40	
Tag Shop " " " "	680.80	
Shoe Shop " " " "	675.15	
Bake Shop " " " "	79.95	
Unloading Coal 25c per day	12.91	
		2,505.92

From Road Work—

For work at various Camps and by special detail from prison.....	8,327.45	
From Special Fund— Collandrio.....	105.40	28,740.63
		\$38,507.14

Disbursement From July 1, 1918 to July 1, 1919.

For Postage.....	\$ 365.39	
" Express.....	22.79	
" Telegrams.....	12.68	
" Telephone.....	12.00	
" Remittance to families	3,649.15	
" Purchases, as allowed by rules, Prison, Farm and Road Camps.....	18,857.61	
" Dentist.....	351.60	
" Oculist.....	195.45	
" Legal Expense.....	50.00	
" Entertainment from und. Shop Surplus.....	443.38	
" Liberty Bond sub.....	951.00	
" Payment on parole...	4,905.94	
" Stationery & envelopes	18.77	\$29,835.76
Balance on hand July 1, 1919.....		8,671.38
		<u>\$38,507.14</u>

State Fund for Discharged and Paroled Prisoners

Received from State Treasurer.....	\$ 2,200.00
Paid 410 prisoners discharged from prison	<u>2,050.00</u>
Balance returned to State Treasurer June 30th.	\$ 150.00

State Wage Account Two and One-half Cents Per Day.

Received from State Treasurer to date...	\$31,218.82
Interest on bank account to date.....	<u>280.27</u>
Total receipts to date	\$31,499.09
Disbursed to date.....	<u>20,219.19</u>
Balance June 30, 1919.	\$11,279.90

Respectfully submitted,

Eugene F. Horner,

Secretary.

STATISTICS

NEW JERSEY STATE PRISON

July 1st., 1919.

*To Honorable James H. Mulheron,
Principal Keeper,
New Jersey State Prison.*

Dear Sir:

*I have the honor to submit to you, the
usual statistics as made up from the books of
record in my office for the year ending June
30th., 1919.*

*Very respectfully,
Irvin C. Bleam,
Clerk.*

*Terms of Sentences**Definite Terms*

Five years.....	2	Eight years.....	25
Six years.....	1	Eight years and six months.....	3
Ten years.....	1	Eight years and eight months..	1
Twelve years.....	1	Nine years.....	8
Fourteen years.....	3	Nine years and six months.....	1
Fifteen years.....	5	Ten years.....	47
Twenty years.....	8	Ten years and six months.....	2
Twenty-five years.....	10	Eleven years.....	2
Twenty-seven years.....	1	Twelve years.....	19
Thirty years.....	21	Thirteen years.....	2
Forty years.....	1	Fourteen years.....	6
Forty-nine years.....	1	Fifteen years.....	45
Total	55	Sixteen years.....	2
		Seventeen years and six months	1
		Eighteen years.....	3
		Eighteen years and eight months	1
		Nineteen years.....	1
		Nineteen years and four months	1

United States Prisoners

Five years.....	1	Twenty years.....	53
Eight years.....	1	Twenty-one years.....	3
Ten years.....	1	Twenty-five years.....	1
Total	3	Twenty-six years.....	1
		Twenty-six years and six months	1
		Twenty-seven years.....	1
		Twenty-eight years.....	1
		Forty years.....	4
		Life	37
		Death	6
		Total	960

*Indeterminate Sentences**Minimum Terms*

One year.....	75		
One year and six months.....	33		
One year and ten months.....	1		
Two years.....	137		
Two years and six months.....	17		
Three years.....	128		
Three years and four months..	2		
Three years and six months...	28		
Four years.....	62		
Four years and six months.....	8		
Four years and eight months..	24		
Five years.....	72		
Five years and eight months...	1		
Six years.....	41		
Six years and six months.....	2		
Six years and eight months.....	6		
Six years and ten months.....	1		
Seven years.....	38		
Seven years and six months...	6		

Summary

Definite terms, State.....	55
Definite terms, United States..	3
Indeterminate terms.....	960
Total	1018

Ages of Prisoners when Received

Fifteen to twenty years.....	82
Twenty to twenty-five years...	228
Twenty-five to thirty years.....	207
Thirty to forty years.....	284
Forty to fifty years.....	146
Fifty to sixty years	58
Sixty to seventy years.....	8
Seventy to eighty years.....	5
Total	1018

Crimes

Abortion	2
Arson	7
Assault; Assault and Battery...	85
Assault with intent to kill.....	57
Assault with intent to ravish...	4
Breaking, Entering, Larceny & Receiving.....	243
Bigamy	14
Breaking jail.....	10
Carrying concealed weapons...	8
Carnal abuse.....	78
Conspiracy	3
Disorderly House.....	6
Embezzlement	12
False pretences.....	9
Forgery	16
Incest.....	16
Kidnapping	3
Lewdness.....	10
Manslaughter	34
Murder, 1st. and 2nd. degree..	206
Rape	37
Robbery.....	114
Sodomy	19
White Slavery.....	10
Miscellaneous.....	15
Total	1018

Color and Sex of Prisoners

White males.....	775
White females.....	10
Colored males.....	219
Colored females.....	10
Yellow.....	2
Brown	2
Total	1018

Education

Can read and write.....	853
Cannot read and write.....	127
Read only	11
Write name only.....	27
Total	1018

*Counties from which Prisoners
Were Received*

Atlantic.....	30
Bergen.....	54
Burlington.....	32
Camden.....	95
Cape May.....	15
Cumberland.....	11
Essex.....	231
Gloucester	19
Hudson	137
Hunterdon	11
Mercer.....	33
Middlesex.....	79
Monmouth.....	50
Morris	22
Ocean.....	7
Passaic.....	68
Salem.....	29
Somerset.....	26
Sussex.....	15
Union.....	33
Warren	17
Supreme Court.....	1
U. S. District of New Jersey..	3
Total	1018

*Years During Which Prisoners
Now Here Were Received*

1904.....	2
1906.....	4
1907.....	2
1908.....	9
1909.....	11
1910.....	14
1911.....	12
1912.....	18
1913.....	20
1914.....	34
1915.....	59
1916.....	87
1917.....	200
1918.....	297
1919.....	249
Total	1018

<i>Nativity of Prisoners Now Here</i>			
New Jersey	232	Spain	1
U. S. outside of New Jersey....	397	Sweden	3
Atlantic Ocean	2	Switzerland.....	3
At Sea	1	Wales	2
Austria	38	West Indies	6
Australia.....	1	Syria.....	1
Canada.....	3	Turkey.....	1
China.....	1	Phillipines.....	1
Denmark.....	3	Japan Corea.....	1
England.....	7	Armenia.....	1
Finland.....	1	India.....	1
France.....	2	South America	1
Germany.....	38	Dalmatia.....	2
Belgium.....	1	Total	1018
Portugal.....	1	<i>Number of Times Prisoners</i>	
Holland.....	2	<i>Were Committed Here</i>	
Hungary.....	23	First time	901
Ireland.....	9	Second time	84
Italy.....	187	Third time	28
Mexico.....	4	Fourth time	2
Norway.....	1	Fifth time	1
Russia.....	16	Sixth time.....	1
Russia Poland.....	22	Seventh time.....	1
Scotland.....	2	Total	1018

Summarized Report of Escapes

Total escaped prisoners at large July 1, 1918	60
Escaped during year ending June 30, 1919:	
From Farm at Leesburg.....	34
From Road Camp No. 2.....	16
From Road Camp No. 1B.....	6
From Road Camp No. 2A.....	7
From Road Camp No. 2B.....	14
On returning to Prison from Camp No. 1B.....	1
On way to Prison Farm	1
While unloading coal in Trenton.....	1
From Special road work gang at Monmouth Junction.....	2
From Prison grounds.....	1
From Prison Building	2
Total	85
Escaped prisoners.....	145
Escaped prisoners returned during year ending June 30, 1919.....	35
Escaped prisoner died while at large.....	1
Total	36
Leaving total prisoners at large.....	109

Population Summary

	<i>Males</i>	<i>Females</i>	<i>Total</i>
Total here July 1st, 1918.....	1041	22	1063
Received during year ending June 30, 1919....	438	11	449
Returned from State Hospital.....	1	1	2
Returned for violation of parole.....	3	0	3
Returned from Court.....	3	0	3
Escaped prisoners returned.....	35	0	35
Total to be accounted for.....	1521	34	1555

Discharges, etc.

	<i>Males</i>	<i>Females</i>	<i>Total</i>
Paroled by Court of Pardons.....	211	10	221
Paroled by Board of Managers.....	171	2	173
Paroled by United States.....	1	0	1
Pardoned.....	1	0	1
Regularly discharged.....	11	0	11
Discharged by Order of Court.....	1	0	1
Died.....	9	0	9
Escaped.....	85	0	85
Rescind of revocation of parole.....	1	0	1
Discharged by United States Commissioner.....	2	0	2
Removed by Order of Court.....	9	0	9
Transferred to N. J. State Hospital.....	16	1	17
Transferred to N. J. Reformatory (Rahway)....	5	0	5
Transferred to Women's Reformatory.....	0	1	1
Total discharged.....	523	14	537
Total to be accounted for.....	1521	34	1555
Total discharged etc.....	523	14	537
Total prisoners here June 30, 1919.....	998	20	1018

Miscellaneous Items

Highest number of prisoners during year.....	1084
Lowest number of prisoners during year.....	969
General daily average, males.....	986. ⁹⁹ / ₉₈₅
General daily average, females.....	17. ⁸⁶ / ₉₈₅

Prisoners Confined at Close of Year

In the State Prison Building.....	732
At Road Camp No. 2A.....	101
At Road Camp No. 2B.....	73
At State Prison Farm.....	112
Total.....	1018

Electrocution Law

Electrocuted during year ending October 31, 1908.....	7
Electrocuted during year ending October 31, 1909.....	6
Electrocuted during year ending October 31, 1910.....	4
Electrocuted during year ending October 31, 1911.....	4
Electrocuted during year ending October 31, 1912.....	2
Electrocuted during year ending October 31, 1913.....	4
Electrocuted during year ending October 31, 1914.....	6
Electrocuted during year ending October 31, 1915.....	7
Electrocuted during year ending October 31, 1916.....	3
Electrocuted during year ending October 31, 1917.....	4
Electrocuted during eight months ending June 30, 1918.....	2
Electrocuted during year ending June 30, 1919.....	0
Retried and sentenced to twenty years.....	2
Retried and sentenced to ten years.....	1
Retried and sentenced to thirteen to twenty years.....	1
Retried and sentenced to fifteen to thirty years.....	1
Commutated to Life Imprisonment.....	8
Commutated to thirty years.....	2
Commutated to fifteen years.....	1
Retried and acquitted.....	1
Removed by Court and committed suicide in jail.....	1
Died.....	2
Here under sentence of death, June 30th, 1919.....	6
Total received under death sentence to June 30, 1919.....	75

NEW JERSEY STATE PRISON

Physician's Report

Hon. James H. Mulheron, Principal Keeper,
New Jersey State Prison.

Dear Sir:

It is with pleasure that, as usual, we are able to report that the general health of the inmates of the Prison during the year ending June 30, 1919, has been excellent.

Owing to rigid enforcement by you of the quarantine regulations during the influenza epidemic only one case of the disease developed at the Prison, and the patient recovered. One case which was brought in from the Road Camp at Monmouth Junction also recovered.

There were nine prisoners died this year, three of these being at the Prison Farm. The causes of these deaths were: in three cases, pulmonary tuberculosis; in one case, syphilitic meningitis, patient in advanced stage on admission; in one case chronic nephritis; in one case general tuberculosis. Two of the deaths at the Farm were as a result of lobar pneumonia, superinduced by influenza, and one was from tuberculosis.

We are administering salvarsan to the syphilitic inmates and are gratified at the number of probable cures, as evidenced by the negative Wasserman reports we obtain after treatment.

We would again call your attention to the need of a dentist at the State Prison to give his entire time to the requirements of the institution. His services should be made free for the inmates. It is a well known medical fact that bad teeth, especially those abscessed at the roots, are the cause of much ill health, even resulting in insanity, as Dr. Cotton has demonstrated at the State Hospital.

The teeth of most inmates of the Prison are in a deplorable condition.

We are doing considerable work in the nose and throat diseases, and have been able to remove many of the foci of infection, but the dental situation remains unimproved under the circumstances which require each inmate to pay for his own work.

We believe that habits of cleanliness, neatness and regularity lead to better mental, moral and physical health, and have noted with approval the efforts which are being made to improve the sanitary condition of the Prison, and the personal appearance of the inmates.

As an evidence of what regular and right living will do for the health, we would call your attention to the wonderful results attained by our tuberculosis patients. Practically every case, even the most advanced, will show a gain in weight and general improvement under our treatment. We have had not a few men gain as much as fifty and sixty pounds while undergoing treatment in our tuberculosis wards. We believe that our percentage of improvement and recovery in these cases will compare favorably with any sanitarium in the United States.

We continue to use spinal anesthesia for all the major operations below the diaphragm and have met with perfect success in every case.

Following is a brief statistical statement of the work of this Department during the year:

Month	Inmates Treated During Month, or Cases Handled	Pieces of Medicine Distributed	Admitted to Hospital	In Hospital at Close of Month	Excused from Work	Died
July.....	1397	695	34	14	6	1*
August	1273	610	84	30	10	1
September ...	1044	632	34	32	4	0
October	1089	543	47	32	3	4**
November	971	527	47	27	4	1
December.....	1101	561	55	28	12	0
January.....	1273	752	29	27	2	0
February.....	1591	824	53	29	6	0
March	1681	900	42	25	10	2
April.....	1377	745	35	26	14	0
May.....	1288	651	28	27	8	0
June.....	1230	621	29	31	2	0

*At Farm. **2 at Farm.

Nineteen prisoners have been paroled from the Hospital, and seventeen transferred to the New Jersey State Hospital at Trenton.

A total of 452 operations have been performed, including major and minor.

We wish to record our appreciation of the spirit of harmony and co-operation with which all the efforts of this Department have been met by yourself and all the officers of the Institution.

Respectfully submitted,

Martin W. Reddan,
Medical Director.

NEW JERSEY STATE PRISON

Bureau of Criminal Identification

Hon. James H. Mulheron, Principal Keeper,
New Jersey State Prison.

Dear Sir:

I have the honor to submit herewith my report of the work of this Bureau for the fiscal year ending June 30, 1919.

From July 1, 1918, we have received 452 prisoners, making 2 photographs and 3 fingerprint impressions of each one, making a total of 904 photographs and 1356 fingerprints. 452 prints have been filed in this office, and a set of each print has been sent to the Bureau of Criminal Identification maintained by the United States Department of Justice at Leavenworth, Kansas, from which we have received 57 records.

We also have sent record forms to the Prosecutor of the County from where each prisoner was sentenced for all information that he may have regarding the prisoner's past life and criminal record, and in return we have received 108 records of prisoners.

We have also made arrangements with the New York City Police Department, which is the receiving station for fingerprints of all the Eastern States, to send prints of all prisoners received and they in return furnish records on all whom they have previous records.

When a prisoner is received I take a general description of each, including height, weight, marks and scars, also question him regarding to his past history.

This enables us to keep our records complete at all times, and to be of great service to all interested in the man.

548 Prisoners have been transferred from the prison to the Farm and Road Camps. 2 extra photographs have been made of each, making a total of 1096 extra photographs.

85 prisoners have escaped from the following places:

Prison Farm, Leesburg, N. J.....	34
Road Camp 2 A, Monmouth Junction, N. J.....	23
Road Camp 2 B, West Portal, N. J.....	21
Prison Proper.....	3
Escaped from Train while en route to Farm.....	1
Road Work.....	3

Of these the following:

Have been captured and returned to prison.....	29
Have been located and held on other charges.....	5
Was killed in New York City.....	1

On every escape we have sent out 542 circulars with photographs and full description to the Police Departments of different Cities, also to the Sheriffs and Probation Officers and Prosecutors in every county in the State of New Jersey, and to recognized detective agencies. We have also notified the Pennsylvania Railroad Detective Police, who immediately notify all their Detectives along the Railroad Lines. A total of 46,070 circulars of escaped prisoners has been sent out since July 1, 1918.

At the present time we have on file 6000 fingerprints, 10000 photographs and negatives of prisoners. We have been able to get 165 records of new prisoners during the year making the total number of records on file 783.

Respectfully Submitted,

Thomas A. Mahaney,

Acting Identification Officer.

NEW JERSEY STATE PRISON

Parole Office

Hon. James H. Mulheron, Principal Keeper,
New Jersey State Prison.

Dear Sir:

I have the honor to submit herewith my report as Parole Agent, for the fiscal year ending June 30, 1919.

On Parole June 30th, 1918.....	Males	1054
On Parole June 30th, 1918.....	Females	40
Total.....		1094
Cases considered by the Court of Pardons, June 1918.....		306
Cases considered by the Court of Pardons, November 1918.....		297
Cases considered by the Court of Pardons, March 1919.....		198
Total.....		801
Prisoners paroled by the Court of Pardons.....	Males	225
Prisoners paroled by the Court of Pardons.....	Females	10
Total.....		235
Cases considered by the Board of Managers.....		208
Prisoners paroled by the Board of Managers.....	Males	173
Prisoners paroled by the Board of Managers.....	Females	2
Total.....		175
Total number of prisoners paroled.....		410
Released from further reporting.....		308
Released by expiration.....		168
Died.....		9
Returned for another crime.....		13
Paroles revoked.....		2
Total.....		500
On parole June 30th, 1919.....	Males	1153
On parole June 30th, 1919.....	Females	41
Total.....		1194
Paroled prisoners personally investigated.....		240
Paroled prisoners delinquent in reports.....		128
Pardoned.....		1
Pardons and restorations.....		12
Total.....		13

During the past fiscal year 235 applications for clemency were granted by the Court of Pardons, and 175 prisoners were released on parole by the Board of Managers on expiration of their minimum sentence. These were added to the list of prisoners on parole. 308 were released from further reporting, and 168 were released from parole by expiration or good conduct or other causes.

In the past year I have personally investigated 240 cases of prisoners who are on parole, and in most instances I have found that the prisoner has been working and doing well.

A great many paroled prisoners of foreign birth are unable to read or write English, and become delinquent in their reports, but on investigation I find them working and leading the right kind of a life.

During the last few months of the fiscal year I was more or less hampered by lack of funds, and could not accomplish a great deal of field work. However, from the results of my investigations during the early part of the year, I feel the showing of prisoners on parole has been good for the year.

Out of a total of 410 prisoners paroled, only thirteen have been returned for another crime, and but two for violating their parole, which is a very small percentage of the total number on parole. I am confident that at least 75 percent of the prisoners on parole are making good.

I wish to call your attention to the assistance and co-operation of Mrs. Maude Ballington Booth of the Volunteer Prison League, and the Rev. H. C. Van Pelt, Colored Prison Chaplain, in securing employment for prisoners who were paroled. Mrs. Booth found employment for thirty-two, and the Rev. Van Pelt found employment for twenty-four paroled prisoners.

The high percentage of paroled prisoners who reported each month and obtained their release is very gratifying.

Respectfully submitted,

William J. McLaughlin,

Parole Agent.

NEW JERSEY STATE PRISON

Report of the State Prison School for the Year Ending June 30, 1919

Mr. James H. Mulheron, Principal Keeper.

Dear Sir:

With the ending of the contract labor within the Prison on June 30, 1918, a reorganization of this school took place. Shop No. 6 was temporarily fitted up as a school room and on July 22, day sessions were begun: heretofore sessions were held at night.

Men attending school were classified first, as to nationality; second as to literacy. Groups were thus formed based upon language used and teachers from among the inmates of Prison were assigned, who understood both the language of group and English. As ability to use our language developed, men were moved into other graded groups where instruction was given in the three R's. Emphasis has been placed upon a speaking and writing use of English.

It is difficult to tabulate the result of the school's work because of the uncertain character of enrollment. Only five of men enrolled on July 1, 1918, were present upon closing day June 27, 1919. Attendance is entirely voluntary and is subjected to the demands of other departments for men needed in work. In spite of this however, one who observes attitudes towards self improvement, and has a personal contact with the men who pass into and from this school, cannot help being impressed with the truth that it is doing something worth while: that it is not merely an appendix unrelated either to the needs of the men or the disciplinary character of their control.

I am sure that the purposes of the founders of this school and

the State that maintains it, is not yet fully realized. I believe that in these days of reawakening interest in matters of public, state and national concern, that we here, in this place should not be oblivious to their existence, nor indifferent to their appeal. I believe this school has a real job in meeting these issues as they connect with the life here, and as it attempts to establish standards of knowledge among its pupils for private and public betterment of the life they must live when released.

This school needs:

1. An office fit for the work of administering its business.
2. Rooms fit for the work of teaching and learning.
3. Teachers trained and qualified for the kind of work it should do.
4. Coordination with each of the other departments of the prison and their disciplinary and correctional purposes.

Number of sessions from July 1, 1918, to June 30, 1919..... 165

Total enrollment for year..... 391

Average enrollment per session..... 110

Average attendance per session..... 95

Number of student groups:

Slavish 1

Italian 2

English..... 8 11

Number engaged in cell study..... 11

Number of interviews..... 494

Of this, the number of new men who entered school was..... 247

Thanking you for your cooperation and courtesies, I respectfully submit to you this report.

R. H. Tice,

Head Teacher.

NEW JERSEY STATE PRISON

Chaplain's Report

To the Hon. James H. Mulheron.

Esteemed Principal Keeper:

In presenting my first annual report as Chaplain and Librarian of the New Jersey State Prison, I must acknowledge that I have keenly felt the responsibilities inherent in my dual office. The burden of this two-fold work has lain heavily upon my heart. How to do the most good to the numerous members of our prison family has been the problem to which I have devoted much serious and prayerful thought and but for the kindly co-operation of the prison officials, the valuable help of my two assistants, the generous support given in various ways by outside parties, and the general friendly responsiveness of the prisoners, the work would have been much more difficult and far less satisfactory.

Believing that kindness is one of the potent factors in the accomplishment of good, I have sincerely tried to be a big brother to men and women within our walls, irrespective of creed or color. Knowing that life is the best kind of preaching, I have aimed, constantly, by my living to lift to higher life heights those to whom I have tried to minister, and thus in a personal practical way to teach the reality of divine things.

My plan of work has involved, what I regard, several vital methods. The average man or woman has a nature that is reached in a social way, and I have endeavored to be discreetly friendly in my approaches to those in whose interests I am laboring almost daily.

People generally and prisoners in particular are great readers, I applied myself diligently to answer the reading needs of our celled

population by somewhat successfully soliciting periodicals, magazines and books from humanitarians out in the big unwall'd public. The responses have been generous and nation wide.

There is wrapped up in our common humanity religious faculties I have put forth every effort by private talks, and by making our Sunday services popular and profitable, to turn thoughts and lives Godward.

Work for the prisoners should not end at the prison. I have carried out to some extent a settled policy in being in touch, by correspondance with some beyond our walls who are struggling to win out in the battle of life, and with others by inviting them to my house as welcome guests.

In reporting on the Library, I am more than gratified to note the interest manifested, as figures submitted to me by my assistants show an increase of eighteen per cent over the circulation of the previous year.

At the present time eighty per cent of the inmates are availing themselves of the privileges which the library affords.

From different sources, including inmates, we have received during the period two hundred and fifty books, of different classes, making a grand total at present of six thousand four hundred and eight volumes in the library.

We have also on order, one hundred and forty dollars' worth of books, which we expect to be delivered shortly, upon receipt of same we will put them in circulation.

During the period we have also bound many volumes of magazines of different kinds, for the use of the inmates.

Our bindery department has also done work for various departments throughout the Institution, to the value approximately of eighty five dollars.

At the opening of the Prison Road Camps, in the spring, there were sent from the library of the Institution, a large number of books for the use of the prisoners stationed at these camps.

There has been instituted a flourishing Bible Study Class, with

Col. A. M. Nicol, of the Volunteers of America, as the able and popular director. The attendance is increasing and has reached the century mark.

I cannot close my report without expressing my heartfelt gratitude to Mr. and Mrs. Mulheron and other officials for co-operative interest. Miss Sarah Askew of the State Library, and Mr. Howard Hughes of our City Library deserve credit for valuable aid in making more efficient the library work, and this is gratefully given.

My relations with my fellow Chaplains, Rev. Jas. A. Bulfin, Rev. H. C. Van Pelt and Rabbi Joel Blau, have been brotherly and they have, in every way, been kindly in their dealings with me. They are indeed noble comrades in a great common cause in lifting up men and women by lifting up God among them.

Respectfully submitted,

Charles H. Elder,

Institutional Chaplain.

NEW JERSEY STATE PRISON

Psychologist's Report

REPORT OF PSYCHOLOGICAL EXAMINING AT THE NEW JERSEY STATE PRISON TRENTON, N. J.

I. Army Group Test Alpha.

Psychological examining was initiated at the New Jersey State Prison in February, 1919. A total of 839 prisoners have been examined with the Army Group Intelligence Test Alpha prior to July 1, 1919. This is the group test used for the examination of literate Army recruits. The statistical results of these examinations are presented in Table 1. In this table the first column indicates the score-intervals. The second column indicates the number of men obtaining scores at each interval. The third column shows the percentage at each score-interval. The fourth column shows the percentage at each score-interval and below, that is, the summation of all cases from the lowest to the highest scores. The distribution of scores is represented graphically in Plate I. On this plate is also showed the graphic distribution of 6541 white draft recruits of the September draft at Camp Dix, New Jersey. The distribution of letter-grade scores of this draft is identical with the distribution of 1,500,000 recruits in the Army as a whole.* The curve is, therefore, representative not only of the State of New Jersey, but also of the Army as a whole. The Beta subjects (illiterate recruits) of this draft are represented on this curve as Alpha scores below 15 (the D—or Alpha-illiterate Army grade). This makes possible a direct comparison of the Army mentality with the Prison mentality, since illiterate prisoners were not given the Beta (illiterate) examination. In comparing the Prison curve with the Army curve, however, certain cautions must be observed as outlined below.

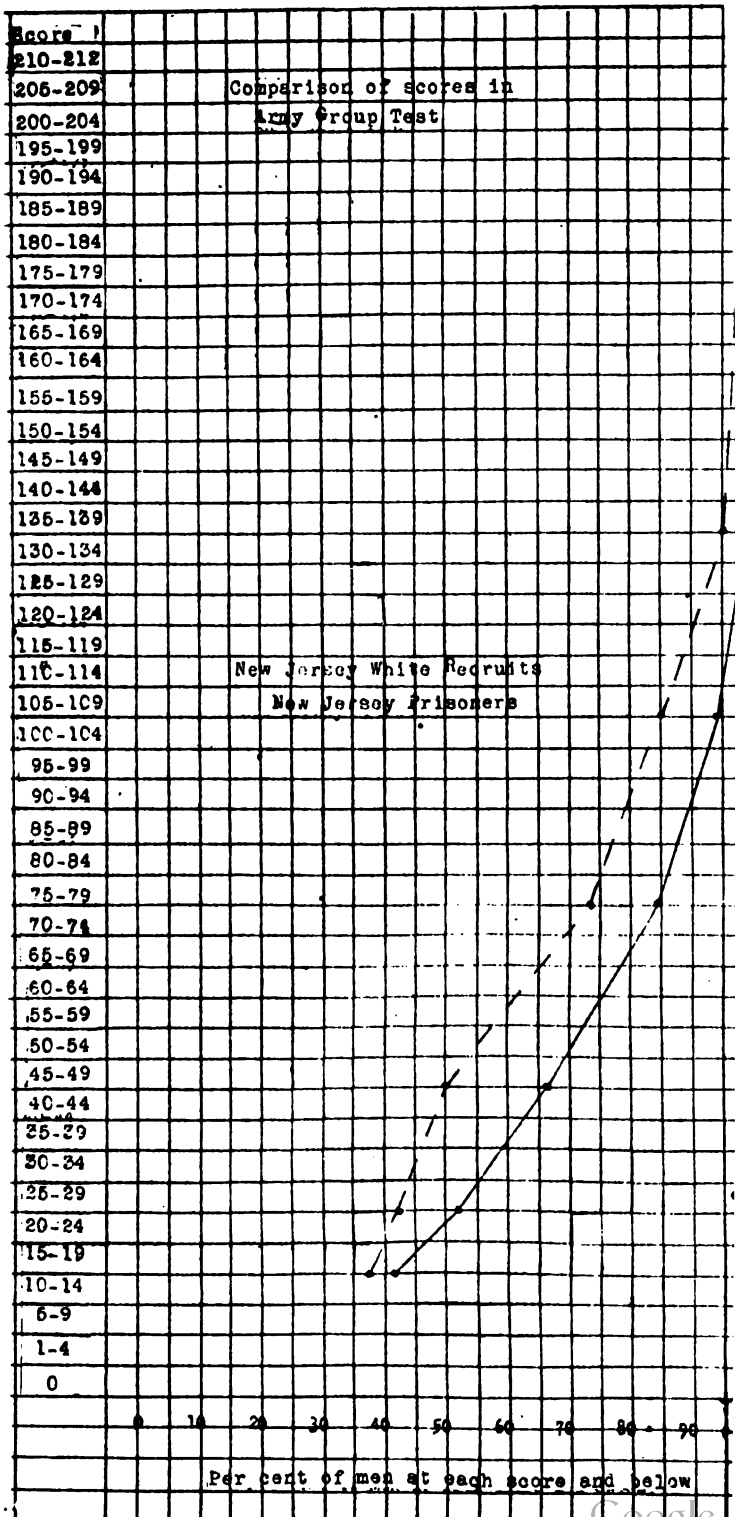
* Based on data from *Army Mental Tests*, Washington, D. C., Nov. 22, 1918, page 5.

TABLE I

*Distribution of Scores in Alpha Applied at the
New Jersey State Prison.*

Score	Number	Per cent	Summation Per cent
0	130	15.5	15.5
1- 4	91	10.8	26.3
5- 9	76	9.1	35.4
10- 14	50	5.9	41.3
15- 19	32	3.9	45.2
20- 24	35	4.1	49.3
25- 29	33	4.0	53.3
30- 34	34	4.0	57.3
35- 39	35	4.2	61.5
40- 44	37	4.4	65.9
45- 49	27	3.2	69.1
50- 54	26	3.2	72.3
55- 59	37	4.3	76.6
60- 64	21	2.4	79.0
65- 69	22	2.7	81.7
70- 74	16	1.9	83.6
75- 79	16	1.9	85.5
80- 84	16	2.0	87.5
85- 89	15	1.8	89.3
90- 94	13	1.5	90.8
95- 99	11	1.3	92.1
100-104	8	.9	93.0
105-109	9	1.2	94.2
110-114	4	.5	94.7
115-119	8	.9	95.6
120-124	8	.9	96.5
125-129	7	.9	97.4
130-134	2	.3	97.7
135-139	3	.3	98.0
140-144	4	.5	98.5
145-149	1	.1	98.6
150-154	3	.4	99.0
155-159	2	.1	99.1
160-164	1	.1	99.2
165-169			
170-174	3	.4	99.6
175-179	1	.2	99.8
180-184		.1	99.9
185-189	1	.1	100.0
190-194	1		
Total	839		

PLATE I



The following facts are evident from an inspection of the table and curves:

1. Forty-one per cent of the prisoners obtain scores below 15. This indicates a degree of literacy below that of the third school grade and constitutes failure in this examination. A very small number of these failures are due to unwillingness to take the examination seriously, but individual examination and questioning indicate that this number is very small. This percentage of practical illiteracy is 3.6 per cent greater than in the Army recruits with whom the prisoners are compared.

2. The average score is 25 points. This average score is 15 points below the average of recruits in the Army, but as will subsequently be showed, is much influenced by disproportionate numbers of negroes and foreigners in the Prison who tend to obtain very low scores in any mental examination.

3. A small percentage of prisoners (7 per cent) obtain scores equivalent to those of typical Army officers (above 105 points) as compared with 13 per cent of recruits.

4. Comparing the Prison scores as a whole with the Army scores as a whole, disregarding the excessive number of negroes and low-grade foreigners, we observe that the lowest 50 per cent of prisoners equal the lowest 40 per cent of draft recruits, while the highest 10 per cent of prisoners do not exceed the highest 25 per cent of draft recruits; that is to say, the Prison population as a whole is somewhat inferior in intelligence to the Army population as a whole, if we disregard the heavy proportion of negroes and low-grade foreigners in the Prison. This Army curve includes no negroes while the Prison curve includes about 25 per cent negroes, who tend to score below whites in this examination.

II. Selective Influences

As intimated above, the distribution of scores in the Prison is not strictly comparable with the distribution in the Army for the following reasons:

1. About 25 per cent of these prisoners are low-grade foreigners and about 25 per cent are negroes. It was demonstrated in the Army that negroes and certain classes of foreigners, notably southern Italians and provincial Russians, are of distinctly inferior mentality when compared with the native white population of this country. For example, while the average mental age of native white recruits proved to be about 13 years, the average mental age of northern negroes and southern Italians proved to be only about 10 years.*

2. The proportion of foreigners and negroes in the Prison as compared with the adult male population in this State is showed in Table 2. The first column in this table indicates nationality and color. The second column indicates

* Based on results obtained at Camp Dix, New Jersey.

the number of prisoners for each nationality and color, as obtained from the New Jersey State Prison Annual Report of 1917. The third column indicates the percentage of nationality and color with respect to the total Prison population. The fourth column indicates the percentage of nationality and color for the adult male population of the State as a whole as obtained from the 1910 United States Census. The fifth column indicates the ratio of nationality and color in the Prison as compared with nationality and color in the State as a whole. For example, the first line of the table reads as follows: 69 prisoners were born in Austria-Hungary and constitute 6.5 per cent of the total Prison population as compared with 3.4 per cent which is the proportion of Austria-Hungarians in the State as a whole; therefore, there are 1.9 times as many Austria-Hungarians in the Prison in proportion to the Prison population as there are Austria-Hungarians in the total population of the State.

TABLE II

*Relative Proportions of Colored and Foreign-Born Adult
Males in State Prison and in State at Large.*

Nationality	Number in Prison*	Per Cent in Prison	Per Cent in State**	Ratio
Austria-Hungarian	69	6.5	3.4	1.9
German	33	.31	7.5	.4
Russian-Polish	40	3.8	5.6	.7
Italian	207	19.5	7.0	2.8
Other foreign-born	57	5.4		
Native whites	406	38.2	46.3	.8
Negroes	251	23.6	37	6.4

*As indicated in Annual Report for 1917.

**Calculated from United States 1910 Census.

An inspection of column five, Table 2, indicates the actual proportion of foreign-born and negroes in the Prison as compared with the expected number. For example, there are proportionately about twice as many Austria-Hungarians in the New Jersey State Prison as in the State of New Jersey as a whole, there are about three times as many Italians, and about six times as many negroes. These facts are of the utmost significance for the understanding of the composition of the Prison population.

In general, then, it may be said that when allowance is made for selective influences on the basis of nationality and color, the mental constitution of the Prison as a whole corresponds very closely to the average intelligence of adult males of the State as a whole.

III. Significance of Alpha Test Scores.

The scores obtained in the Alpha Test may be transmuted into mental age equivalents on the basis of the relation of Alpha score to Binet mental age as determined in the Army. Table 3 shows these equivalents, and indicates the number and percentage of prisoners at each equivalent mental age. In this table column one shows the Alpha score, column two the equivalent mental age, column three the number of prisoners at each mental age, column four the percentage of prisoners at each mental age, and column five the percentage of prisoners at each mental age and below.

TABLE III

*Distribution of Mental Ages of 839 Prisoners, New Jersey State Prison
As Indicated by the Army Group Test*

Alpha Score	Mental Age Equivalent*	Number Prisoners	PerCent	Per Cent at each Age and Under
Under 10.....	9**	297	35	35
10-19.....	10	82	10	45
20-34.....	11	102	12	57
35-44.....	12	72	9	66
45-59.....	13	90	11	77
60-74.....	14	59	7	84
75-89.....	15	47	6	89
90-114.....	16	45	5	95
115-134.....	17	25	3	98
135-159.....	18	13	1	99
160-212.....	19	7	1	100

* *Examiner's Guide for Psychological Examining in the Army*, Washington, 1918, page 91. The mental age equivalents used in this article are interpolations from the "Table of Equivalent Scores", Appendix A, and are thought to be more accurate than those given in the "Basis for the Assignment of Letter Grades."

** (2) means mental age uncertain because of illiteracy in Alpha Test. This usually signifies mental age under ten years.

Alpha scores may also be transmuted into Prison percentile scores based on the distribution of scores in the Prison as a whole. In obtaining these percentile scores, the scores of all prisoners are arranged in ascending order of value and then grouped in intervals of 5 per cent from 0 to 100; that is, the lowest score in the Prison would be 0 per cent while the highest score would be 100 per cent. The middlemost or average score would, of course, be 50 per cent. By means of this comparison the mentality of any prisoner may be compared on the scale of 100 with the mentality of all men in the Prison, where 50 per cent means average. Table 4 shows these equivalents. Column

one of this table indicates the Alpha score and column two the equivalent percentile. It is not feasible to give the equivalent score percentiles for the adult male population outside the Prison because of the complications already mentioned due to illiteracy, nationality and color. It is advisable, however, in reporting individual cases to indicate the standing of any prisoner with special relation to degree of literacy, nationality or color, based on standards for adult males outside the Prison.

TABLE IV

*Alpha Score Equivalents in Terms
of Prison Percentiles*

Alpha Score	Prison Percentage
0	0
1- 4	25
5- 9	35
10- 14	40
15- 19	45
20- 24	50
25- 29	55
30- 39	60
40- 44	65
45- 54	70
55- 59	75
60- 69	80
70- 84	85
85- 99	90
100-124	95
125-212	100

IV. Individual Examinations

Up to the first of July 77 individual examinations were given in addition to the group tests already described. Fifty of these cases were reported prior to the first of July. A card filing system has been instituted by means of which all the significant data obtained by the psychologist for each man are recorded upon cards. These data refer particularly to crime, minimum sentence, previous record, nationality, years in the United States (for foreign born), mental age, schooling and diagnosis. For investigation purposes and in order to bring to light factors of special significance in the constitution of the Prison population which may be of assistance in shaping the administrative policy, the data from these cards have been tabulated in statistical fashion in such a manner that not only is a summary obtained regarding the distribution of each of these factors, but also a graphic portrayal of the interrelation of each factor to any other.

The 50 cases already reported have been tabulated in this way. The results and the method of tabulation are presented in Table 5. In this table crimes have been grouped according to those against the person, those against property and those against specific laws. The significance of the table is self-evident. The first horizontal line of this table, for example, reads as follows: 6 prisoners, (out of a total of 50 reported) are serving for murder; 5 of them have no previous record while one has served one previous term; one has a minimum sentence of less than 5 years; 2 have minimum sentences between 10 and 20 years and 3 have minimum sentences of more than 20 years; by nationality 1 is native white, 1 is colored, 2 are Italian and 2 are other foreign nationalities; 3 of these foreigners have been in the United States between 5 and 15 years, one has been here more than 15 years; in age 1 is between 20 and 30, 3 are between 30 and 45, 2 are more than 45; in mental age, 1 is 9 to 10 years and 5 are 10 to 12 years; in schooling 2 are illiterate and 5 have less than fifth grade literacy; 3 are considered average normal mentality, 1 feeble-minded and 2 psychotic. Similarly, any other line may be read horizontally or vertically. The column headed psychotic means that a previous psychiatric examination indicated psychosis. This column included, however, a small number of cases provisionally recommended for psychiatric examination on the basis of suspected psychosis.

From an inspection of this table we may note the following facts regarding the 50 prisoners here reported. It is unsafe to come to any positive conclusions on the basis of only 50 cases, yet these 50 cases may be assumed to be fairly representative of prisoners in general. Forty of the 50 were men applying for parole at the expiration of their minimum sentence, while 10 were new prisoners.

1. *Crime.*

Six of the 50 were serving for murder, 5 for assault, 2 for rape, 3 for carnal abuse, 19 for breaking, entering and larceny, 4 for embezzlement and forgery, 1 for illegal sex conduct and 7 for illegal receipts and sales.

2. *Previous Record.*

Thirty-five of the 50 deny previous record, 9 have served 1 term, while 6 have served more than 1 term.

3. *Minimum Sentence.*

A minimum sentence, which, in general, is the sentence which the man actually serves, was less than 5 years for 41 of the 50; between 5 and 10 years for 3; between 10 and 20 years for 3, and 20 years and over for 3.

4. *Nationality.*

Seventeen of the 50 were native born whites; 11 were colored (American negroes); 8 were born in Italy and 14 were born in other foreign countries.

5. *Years of Foreigners in the United States.*

Of the 22 foreigners, 12 have been in this Country between 5 and 15 years, while 10 have been here more than 15 years.

6. *Age.*

Seventeen of the 50 are less than 30 years of age; 23 are between 30 and 45 years old and 10 are 45 and over.

7. *Mental Age.*

One of the 50 has a mental age under 8 years; 3 have mental ages of 8 to 9; 7 have mental ages of 9 to 10; 16 have mental ages of 10 to 12; 9 have mental ages of 12 to 14; 8 have mental ages of 14 to 16; 5 have mental ages of 16 to 18, and one has a mental age of less than 18.

8. *Schooling.*

Six of the 50 are illiterate; 22 have below fifth grade literacy, 14 have from fifth to eighth grade literacy; 6 have high school education; and 2 have had college education.

9. *Diagnosis.*

Five of the 50 are diagnosed as inferior normal average intelligence; 22 are considered average normal intelligence; 9 are considered superior average normal intelligence; 8 are classed as feeble-minded and 6 as psychotic. These diagnoses in their relation to mental age are based upon the new concepts of average adult intelligence as indicated by psychological examining in the Army according to which the average intelligence of native whites is 13 years, foreigners about 10 years and negroes about 11 years. In general, the diagnoses are very conservative in relation to mental age. Twenty-eight per cent are mentally defective.

4. *Interrelation of Criminal Factors*

The foregoing account has dealt with the distribution of prisoners regarding each of 9 definite factors that have been considered significant in this investigation. The following observations may be made regarding the relation of each of these factors to every other:

1. *Relation of Crimes to Other Factors.*

(a) The majority of prisoners have no previous record. The breaking entering and larceny group and the illegal receipts and sales group, however,

both indicate previous records for about 50 per cent of their respective totals.

(b) There is practically no relation of crime to length of minimum sentence except for murder. Five of the 6 murderers have more than ten years as their minimum sentence while only 4 of all other types of crime have sentences of 5 years or more.

(c) Four of the 6 murderers were foreigners. Both cases of rape were committed by foreigners; 2 of the 3 cases of carnal abuse were by foreigners. In general, the crimes of these 22 foreigners are crimes against person and against property. The majority of native whites are serving sentences for breaking, entering and larceny or illegal receipts and sales.

(d) There seems to be little relation between the crime of foreigners and their number of years in this country.

(e) There is but little relation of type of crime to age of the offender except that in general the murders were committed by relatively older offenders and the breaking and entering by younger offenders.

(f) All of the murderers are below 12 years mental age but this is partly accounted for by the fact that 4 of the 6 were foreigners. In general, the crimes against the person are committed by those of inferior mental age, while the other crimes of property and of illegal receipts are committed by the higher mental ages.

(g) Similarly, for schooling the crimes against the person are committed by offenders who are relatively illiterate, while those against property are committed by persons of relatively higher school accomplishment. It is probable, however, that this relation of crime to schooling is a corollary of the relation of crime to mentality.

(h) Three of the six murderers were mental defectives, one being classed as feeble-minded and two as psychotic. The other crimes were committed for the most part by persons of normal intelligence except that six of the nineteen breaking and entering group were mental defectives.

2. Relation of Previous Record to Other Factors

(a) It has been observed that for seventy per cent of these prisoners, no previous record is known, while eighteen per cent have served one previous term and 12 per cent more than one previous term.

(b) Five of the six minimum sentences which are for more than ten years belong to prisoners who have no previous record. This is, however, due to the serious crimes of these offenders. It is interesting, however, that the prisoners with more than one previous term do not have heavy minimum sentences since five of the six are serving a minimum of less than five years.

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(c) There is little relation between previous record and nationality although it may be significant that half of those who have more than one previous term are foreigners.

(a) There is practically no relation between previous record and the factors of years in the United States, age, mental age, schooling and diagnosis, except that contrary to expectation eight of the fourteen mental defectives have no previous record while five have only one term previous record.

3. Relation of Minimum Sentence to Other Factors

There seems to be no relation of minimum sentence to any of the other factors. As has been observed more than 80 per cent of the minimum sentences are for less than five years. This lack of relation, however, of minimum sentence to other factors, is particularly significant from the standpoint of criminology and shows the utter lack of the conception of the relation of individual responsibility to length of sentence. Since individual responsibility is a complex of nationality, age, mental age and schooling, it is reasonable to expect that there should be some relation of length of sentence to these factors.

4. Relation of Nationality to Other Factors

(a) The twenty-two foreigners reported have been in this country more than five years. Half of them have been here more than fifteen years. It may be assumed that this should be a long enough time for these individuals to become acquainted with local customs, to pick up English speech and to acquire a fair degree of literacy in English. An apology usually has been made for the foreign-born prisoners on the basis of lack of understanding of customs and laws and lack of understanding of English. These foreigners have been in this country a long enough period of time to have learned these things. It may be hoped, however, that the new policy for the Americanization of foreigners may assist the foreigner in obtaining the thing which he now lacks.

(b) The relation of nationality to mentality is clearly indicated by the table. Whereas 30 per cent of the native whites have an intelligence below 12 years, 90 per cent of the negroes have a mentality below 12; 90 per cent of the Italians have a mentality below 12; and 50 per cent of foreigners other than Italian have a mentality below 12.

(c) Similarly, the native whites are relatively more literate, 70% of them having more than fifth grade schooling, while 90 per cent of Italians and fifty per cent of the other foreigners have less than fifth grade schooling. Five of the 8 Italians are totally illiterate.

(d) The relation of nationality to diagnosis is not so clear as the relation of mental age because in determining the diagnosis allowance was made for the

lower average mentality of foreigners. The superior normality of the negroes likewise is due to the low mental age standard which has been taken in determining the diagnosis of negroes; while a mental age of 12 years is considered superior mentality for a negro, the same mental age is low average for any of the whites. It is significant in this connection that 5 of the 8 feeble-minded were native whites, this judgment being based not so much upon mental age as upon a total consideration of clinical symptoms.

5. *Relation of Mental Age to Other Factors*

(a) It is observed that the typical mental age of these 50 prisoners is 10 to 12 years. This corresponds to the prediction previously made on the basis of the Army group test.

(b) The relation of mental age to schooling is very close. As has been previously observed, particularly in the Army examining, a man of superior mental age is in general of superior literacy whether or not he has had particular school advantages, while on the contrary a man of inferior mental age tends to be relatively illiterate even though he may have had the best of school advantages.

(c) The relation of mental age to diagnosis, however, in this table is not so close as might have been expected. This is due to the allowance which has been made for nationality and color in adjusting diagnosis to mental age.

6. *Relation of Schooling to Other Factors*

(a) The typical schooling of these prisoners is below the fifth grade. The relation of schooling to other factors is very much the same as that of mental age.

The scheme of tabulation adopted above is unique and was specially devised for analyzing the results of psychological investigations in the Prison. It could be analyzed for the inclusion of other data or could be modified and extended for the investigation and analysis of other work in the Prison.

V. *Recommendations on Examining Procedure*

The experience of the past six months of what might be termed preliminary psychological examining at the State Prison, reveals that psychological work of the coming year must be in large measure practical research. Beginning as this work does with no background and without definite policies, it is of first importance that the work of the next year should aim to discover the needs of the Prison with respect to what psychological examining can contribute, and on this basis and upon the results that will be obtained in the coming year to formulate a more definite program at the end of this period rather than at the beginning. It is expected that the amount of psychological work already com-

pleted may lead to certain changes in the administrative policies of the Prison. Psychological examining for the coming year will depend in large measure upon the nature and scope of these changes. What these changes should be from the point of view of the psychologist will be stated at the end of this report. Anticipating such recommendations it is proper in advance to suggest some details of the future of examining somewhat as follows:

1. Regarding Parole.

It is assumed to be the business of the psychologist, in cooperation with the psychiatrist, to examine every prisoner concerning his mental responsibility in relation to his eligibility for parole. It is further assumed that the psychologist is not responsible for determining social or moral responsibility except in so far as these are direct consequences of the individual's mental make-up. The influences of environment, previous criminal record, social ideals and the like should be inquired into by the psychologist, but not so much to determine the individual prisoner's moral and social responsibility and attitude as to use this as one means of displaying the individual's mentality in the everyday situations of life. If moral or social maladaptation is a direct consequence of inferior mentality, psychosis or peculiar mental make-up of a sort which can be determined by the psychologist, in cooperation with the psychiatrist, then it may be proper for him to make recommendations concerning the moral or social consequences of such abnormal mentality. It is, therefore, necessary to emphasize that it is understood to be the purpose of the psychologist when examining a prisoner with respect to parole that such examination and consequent recommendations are to be made specifically from the point of view of mental constitution as such and only indirectly from the point of view of determining moral or social responsibility or attitude. The psychologist, then, will continue to inquire into the moral attitude and social antecedents of the individual and will report such facts as he may discover, but in so doing he will disclaim any intent to use these data except as they throw light upon the individual's mental make-up and in this way indicate his moral or social responsibility.

In this connection it is very urgently recommended that the Prison authorities on some other agent of the Department of Institutions and Agencies, make a determined effort to obtain a copy of the court record of each prisoner. In the majority of cases the criminal and social antecedents of each prisoner will have been thoroughly investigated in his home community by a probation officer who will have reported the results of his investigation to the court in which the man is tried. A copy of this report and the summary of the court procedure on the case, particularly with reference to the details of the crime so far as they could be determined by witnesses and the man's own story, is very much

needed by the psychologist as well as by the Prison officials and the Board of Managers. At present there is no way of determining a prisoner's social antecedents or of obtaining the story of his crime except from such information as the prisoner himself is willing to divulge, and is mentally capable of reporting. The prisoner, of course, in giving such information as he is willing to give, puts his case in the most favorable light possible and does not hesitate to resort to dissimulation and positive untruthfulness in detailing the facts. On the other hand, many prisoners who are willing to relate the circumstances of their crimes are unable to do so because of mental defect or of inability to converse intelligently in English. At present it is practically impossible for anyone to gain an idea of the moral and social responsibility of the prisoner when it is necessary to depend upon his own personal account of himself and his crime.

In conducting the examination regarding the man's mental responsibility for parole, the psychologist will for the present obtain such information as he can from all sources regarding nationality, citizenship, occupation, family antecedents, social antecedents, criminal antecedents, literacy, mental level, mental peculiarities, social and moral attitude, industrial capacity and total personality make-up. In seeking these facts the psychologist will have as his major purpose an analysis of their relation to the individual's mental constitution. In other words, he will be interested in these data primarily from the standpoint of the individual's mentality and only secondarily in the face value of the data. In submitting his report and recommendations, however, he will aim to present a digest of all the facts obtained for the purposes (1) of showing the basis of his conclusions, and (2) of submitting to the Board of Managers some facts which might not previously have been obtained by any other Prison officer, or if these have been obtained, for comparison with a view to indicating the prisoner's consistency in reporting. While most of the facts will necessarily be obtained from the prisoner, the psychologist will use every possible source of information. Experience indicates thus far that all Prison officials are cordially cooperative in assisting the psychologist. In particular he has received aid from the Parole Officer and the Chief Disciplinary Officer concerning the individuality of prisoners, and from various Prison records concerning the legal facts in each case.

2. Regarding Discipline and Placement.

The Principal Keeper has specifically requested the psychologist to make special recommendations on such new admissions as he may examine, concerning their probable reaction on mental grounds to Prison discipline and placement. He wishes in particular to know which prisoners are of such mentality that they may be placed at outside work or special inside work with a reasonable expectation of responding properly to such responsibilities as may be given

them. The examination and report on each prisoner in this regard will be essentially similar to the examination and report made in relation to parole. Inasmuch as disciplinary and placement reports will be made only on new prisoners for whom it is not expected to make immediate parole reports, the disciplinary and placement report will take the place among new prisoners of the parole report. It will follow the same general procedures as outlined for the parole report except that in this connection the psychologist will endeavor to assume a somewhat greater responsibility for each prisoner concerning his moral and social attitude. In order that he may do so adequately he will find the report of the court or probation officer a vital necessity.

3. Regarding Education.

During the past experimental period the psychologist has made some effort to present definite educational recommendations on each prisoner. He has indicated in every case the general relation of the prisoner's mentality to his educational accomplishments, and where these have not been consistent he has made certain general recommendations. At present it seems inadvisable for the psychologist to attempt to make specific recommendations concerning the education of any prisoner. The educational organization of the Prison, so far as can be learned, is not now in such a state as to warrant the submitting of specific individual recommendations. The general recommendations at the close of this report will suggest a psychological basis for the revision of the educational policy of the Prison. If this reorganization is effected, the psychologist will undertake to make a special report to the Head Teacher through the Principal Keeper regarding the psychological qualifications of every prisoner in relation to his educability. In this connection the psychologist deems it outside his field accurately to determine the present scholastic standing or the specific scholastic needs of any prisoner. He thinks that this is more properly the concern of the Head Teacher. The psychologist is, however, willing to examine every case with specific regard for his mental qualifications in relation to educability and to report his conclusions in this respect to the proper authorities. It is unnecessary to detail the proposed procedure for this work inasmuch as that procedure will be essentially clinical and will vary according to each individual. In general, it will be an examination of the man's mental level in relation to his present scholastic ability and his scholastic possibilities, his scholastic capacity in relation to his mental capacity. In some cases measurements will be made concerning the learning ability of the individual. At present the psychologist would find it particularly difficult to make specific educational recommendations. He will first need to know the educational ideal of the Prison, the number of students to be taught, the period of their school instruction, the course of study

and the methods of instruction. He will also need much more time for the examining of each individual than is now available.

4. *Regarding Vocational Education.*

If the recommendations subsequently presented in this report regarding vocational education should be put into effect, then it will be possible for the psychologist to devise and carry on a system of special examining with regard to the placing of each man in classes for vocational training. It will be the business of the psychologist to analyze the vocations decided upon for educational purposes, to examine each man psychologically with respect to his qualifications for such training, and to make specific recommendations regarding the course to be followed. There are at present practically no set tests of vocational guidance except special tests of general intelligence or specific mental abilities. The author of this report is not aware of any institutional program regarding vocational guidance that is satisfactory. Consequently the development of such a program in the Prison must be looked upon at present as a research problem and one that will have to be worked out by experiment rather than by theoretical expectation. Nevertheless, it should be possible to make a beginning on the basis of general intelligence tests. It is hardly necessary or indeed possible to indicate just what tests would be used until it is known what is to be the policy of the Prison regarding vocational education.

5. *Industrial Placement.*

It is assumed that under the present system the industrial placement of a man is made primarily for the purpose of producing a product, and only secondarily for vocational training. It should be possible soon to make use of the Army trade tests in making industrial assignments. It is reported that the War Department will in the near future issue a report which will contain or make available the special trade tests which were used by the Department of Personnel in making industrial placements in the Army. If the industries of the Prison are so organized that they can utilize recommendations regarding industrial placement, it might properly become one duty of the Prison psychologist to apply trade tests to each new prisoner in conjunction with the general intelligence tests, and upon this basis recommend a specific placement of each man in the industries of the Prison. Here, again, the specific procedure will depend upon the policy adopted. In general, however, it is proper to expect that the Army trade tests would adequately meet the needs of this work.

6. *Regarding the Diagnosis of Mental Defectives.*

The present psychological examining aims to make only a rough mental

diagnosis on each prisoner. Indeed, the purpose is at present more to classify men in relation to their general intelligence and general mental responsibility rather than to make scientific clinical diagnoses. If the recommendations regarding the transfer of mental defectives to suitable institutions other than the Prison can be put into effect, then it will become a function of the psychologist to make much more careful examinations on those individuals who seem proper cases for transfer and to make a special clinical diagnosis report on each such man.

VI. Recommendations on Administrative Policies

In view of the facts presented in sections I and II and III of this report, the following recommendations are submitted regarding the significance and application of these results in determining changes of policy regarding the various aspects of the Prison management so far as these relate to the prisoner's mental capacities. These recommendations will deal with the Prison only as a reformatory agency for the social rehabilitation of criminals.

1. Regarding Entrance Examinations

In obtaining the information planned for in these preceding paragraphs, the examining procedure and reporting system of the future should be somewhat as follows:

(a) At the beginning of each month the Army group test Alpha should be applied to all prisoners admitted during the previous month.

(b) Immediately following the group examining each prisoner should be individually examined without delay. This examination should aim to cover either in one or in several successive sittings the following facts in the following order: (1) General mental level and mental constitution; (2) Eligibility for transfer on the basis of mental defect; (3) Scholastic educability; (4) Vocational educability; (5) Disciplinary responsibility; (6) Industrial placement; (7) Preliminary parole responsibility.

(c) These examinations should be made in the order indicated. The results of some phases will, of course, render unnecessary subsequent phases of the examination. For example, if as a result of the examination regarding eligibility for transfer, it is found that a man should be transferred, then the subsequent examination regarding his Prison treatment become unnecessary on the assumption that the transfer could be effected.

(a) A complete report of the data of these examinations and the recommendations accruing therefrom, should be submitted to the Principal Keeper with a sufficient number of duplicate copies. One duplicate copy should be sent to each officer concerned, such copy to be specially marked indicating the section which would be of interest and benefit to that officer.

2. Regarding General Intelligence

It is recommended that the treatment of men with respect to general intelligence follow the standards of adult intelligence established by psychological examining in the Army. The Army results indicate that in terms of mental age the average native white American has a mental level of about 13 to 14 years. The average Italian born adult (particularly southern Italians), has a mental age of about 10 years, while the average northern negro has a mental age of about 11 years. The previous notion that the average intelligence of adults is 16 years should be given up. Similarly, the idea that the low intelligence of negroes and foreigners was significant of mental defect should be given up. The psychologist in reporting the general intelligence of prisoners should do so with regard for nationality, color and social class. What is expected from each prisoner should be in relation to the standard for his race and social class.

3. Regarding the Transfer of Mental Defectives

It is suggested that the data already obtained at the Prison indicate the necessity for an educational propaganda during the coming year regarding the transfer of mental defectives now in the Prison to proper custodial institutions. Authority for the transfer of mental defectives is provided in Section 9, Chapter 97, Laws of 1919. But such authority cannot now be taken advantage of because of the present lack of accommodations for the housing and care of patients in the institutions now established. Therefore the Board of Managers is, at present, practically powerless to act on the recommendations of the psychologist concerning mentally defective prisoners even though there is a reasonable expectation of their continuing a criminal career. Similarly, the Principal Keeper is unable to effect the transfer of mental defectives even if the desirability is admitted or recognized. The Prison psychologist, in cooperation with the psychiatrist, should make an urgent report on each case of positive mental defect where hospital care is more suitable than correctional custody. It is recommended further, that the Board of Managers of the Prison keep special minutes regarding the number and disposition of mentally defective prisoners applying for parole. In this connection the term "mental defective" is intended to cover all forms of mental abnormality including particularly feeble-mindedness, epilepsy and the insanities. The Prison psychologist should assume responsibility of recommendations regarding feeble-minded prisoners while the Prison psychiatrist should assume responsibility regarding epileptics and insane. With the approval of the psychiatrist it might be feasible for the psychologist to see the majority of all cases and to refer to the psychiatrist those cases which seem to the psychologist to be primarily cases of mental disease or mental pathology rather than cases of simple

mental arrest. The psychologist would in this way conserve the time of the psychiatrist by eliminating the obviously normal and non-psychotic cases.

Following the facts obtained in these ways regarding the number and desirable disposition of mentally defective prisoners, an effort should be made to induce the State to provide the machinery for effecting such transfers.

4. *Regarding Scholastic Education*

The data of this report indicate that a high percentage of prisoners are either relatively or totally illiterate. The Prison report for the year 1917 indicated that about 15 per cent of prisoners "cannot read and write". This corresponds approximately to the percentage of illiteracy in the State as a whole. The Army group test, however, indicated that from 25 to 35 per cent of the prisoners were unable to read sufficiently well to succeed in the Army literate intelligence test; that is to say, about one third of the prisoners are below third grade literacy. This is, however, again substantially the same figure as was obtained for drafted recruits from the State.

Individual examination further indicates that a very definite percentage of foreigners are so deficient in command of spoken English that they are unable to plead their own case when applying for parole. It is a question of policy as to how much responsibility the Prison should assume regarding the scholastic education of prisoners, but it seems fair to recommend as a minimum of such responsibility that every prisoner should be required when in the Prison, to learn to speak English sufficiently well to plead his case when applying for parole, and if mentally capable, should learn at least the elements of spoken and written English.

In this connection it is recommended that the Board of Managers be urged to constitute itself a committee to formulate an educational policy for the Prison or to request the Division of Education and Parole of the Department of Institutions and Agencies to submit specific recommendations regarding an educational policy. As a result of the past examining the psychologist is prepared to recommend as follows:

(a) That instruction in spoken English be required for all non-English speaking foreigners;

(b) That four school grades be organized for the required systematic scholastic instruction of all relatively illiterate prisoners both native and foreign whose mentality warrants, in the subjects of reading, writing and calculating particularly, such instruction to be essentially practical and closely related to the affairs and experiences of everyday life, and to the vocational and industrial work in the Prison;

(c) That beyond the fourth grade there be established an ungraded

class covering the work of upper grammar grades, modified to suit Prison requirements and conditions, and a second ungraded class for scholastic work of high school caliber. That these be organized as opportunity classes for the brighter or more highly literate prisoners for whom scholastic instruction should be optional. This instruction might be carried out at such times as would least interfere with the industrial policy of the Prison, but must be recognized as a basic and integral part of that policy and should be subordinated to it only in point of time and not at all in point of importance.

It must be recognized that command of spoken English and a fair degree of literacy are highly desirable qualifications in every man's social success, and that for many prisoners such instruction gives a completely new outlook on life. The educational policy of the Prison may be independent of sentimental considerations but cannot possibly escape its fundamental obligation to the prisoner as a reformatory problem.

5. *Regarding Vocational Education*

It is recommended as part of the educational policy of the Prison that the vocational and training aspects of the industrial work of the Prison be more clearly recognized than heretofore. At present the industries of the Prison are organized primarily for the purpose of industrial output and pay little attention to the actual training of men in industries that will be useful to them on their return to society. But one part of the reformatory treatment of the prisoner is generally conceded to be the problem of rendering a prisoner vocationally and industrially so capable that on his release he will be so efficient socially that some of the causes of his possible return to the Prison may be minimized if not eliminated.

To accomplish this purpose the Prison policy with respect to industrial training should plan to pay more attention than heretofore to the teaching of men in the shops. A pedagogical distinction may be made between vocational educational and industrial work. The former has for its primary object the teaching of a man in the nature and processes of an industry, the why as well as the how of the trade, and the trade's relation to other trades. The production of marketable goods is not inconsistent with vocational education, but the product is secondary to the process. On the other hand the industrial work of the Prison industries is primarily to produce finished materials and is only secondarily, if at all, interested in a man's learning the processes of that industry. Nevertheless, this distinction in no sense necessitates or involves a separation of industry into these two opposed departments. The vocational education should be conducted in the regular industrial shops, should aim to produce marketable materials, and should lead directly to the industry itself as a trade, but the vo-

cational aspects of any industry should be in the hands of a teacher, rather than a foreman, although this teacher, himself, must be a skilled tradesman in that industry. In other words, by vocational training we mean an industrial apprenticeship in the shop during which period the man is first expected to learn and second to produce.

When a man has learned sufficient, or to his limits in the vocational aspects of a given trade, he should be graduated into the trade itself where he should be expected always to produce marketable goods, but where, also, he should be expected to acquire skill in the processes of that trade, since in the vocational education a high degree of skill is not to be obtained.

This distinction between vocational education and industrial work, then, is understood to be merely the emphasis of two aspects of the same thing, but since the present organization of the Prison industries permits only of a slight minimum of training, and since presumably the present shop foremen are not in a position to give either group or individual instruction as such in their trade, it is recommended that as soon as feasible the distinction presented above be put into practical effect by expanding the present industries or such others as may be found to be more suitable so that in each industry there may be an educational group in the hands of a teacher tradesman, this group to be an apprentice group in that industry. It should be the business of this teacher tradesman to be responsible for the training aspects of the industry and too much in the way of marketable goods should not be required of a group. It should be his business not so much to produce tradesman of a high degree of skill as to teach the members of his group the variety of processes involved and their relation to each other.

If this distinction be carried into effect in the industrial activity of the Prison, it is deemed inadvisable to train any prisoner for only one specific trade during the period of his vocational education unless he distinctly desires to learn that particular trade to perfection. On the contrary, the educational policy of the Prison demands that as soon as a prisoner reaches his limit of skill or of learning in a particular trade, that he be transferred as an apprentice in some other trade. This will require a high order of courage on the part of the Prison officers, particularly the Industrial Officer, since it may seriously interfere with the productive returns of the prisoners and because it will require each Trade Supervisor or Teacher to give up a prisoner just at the time when he is getting his best returns from that man, but if the Prison faces its duty to the prisoner as a reformatory problem, it cannot, logically at least, avoid this necessity. This policy would enable an intelligent prisoner to learn perhaps several different trades while in the Prison, so that on his return to society he would not be a slave to any one occupation or unable to obtain employment

because he could not get a job at the one trade in which he had all his confidence. It is recommended in this connection that the Board of Managers appoint a committee of their own members to consider questions of policy in this regard, or that they request the Commissioner of Institutions and Agencies to submit the matter for consideration to a joint committee of the Division of Education and Parole and the Division of Labor and Agriculture. Such committees in conjunction with the Prison authorities, particularly the Industrial Supervisor, should be able to recommend a satisfactory program concerning the policy of the Prison Management with respect to vocational education.

The statistical data in this report furnish certain general facts which are of service in assisting the determination of a vocational education policy for the Prison. Nearly half of the prisoners are of such mentality that they probably cannot learn any but the very simplest vocations. These men prior to commitment have been unskilled laborers turning their hands to that kind of work which could be obtained most easily or which yielded the greatest momentary return. Most of these men are mentally incapable of skilled labor, but may be capable of slightly skilled labor, that is, could learn to operate automatic machines of a certain type where little intelligence and little responsibility are required. At the upper extreme of the Prison population, that is, above 14 years of mental age, are about 15 per cent of all prisoners who are so intelligent that they could learn nearly any occupation whatever. Many of these men are following definite professions or are highly skilled. They include the high type of clerical worker or the skilled mechanic. It would be somewhat difficult to advise any specific vocational education for this type of man, who, in general, already follows some occupation or is of sufficient intelligence to make a success of nearly any kind of work to which he applies himself. In between these two extremes are about 35 per cent of the Prison population for whom vocational education should prove to be of great value. Many of these men are already beyond the apprentice grade in special occupations but most of them are limited to one occupation. It is thought advisable that these men might be trained to more intelligent work in their special trade, or might be trained in other trades which are closely similar to that which they now follow. It is certainly of great advantage to any man to have more than one trade upon which he can rely in times of industrial unemployment. Also, a man is at a distinct advantage in applying for work when he is trained in several occupations.

Before a policy of vocational education is adopted the Prison psychologist should be called upon to advise regarding the psychological aspects of such education. He should be called upon also to advise regarding the number of men available for certain types or levels of industrial training. He should be called upon to furnish a psychological analysis of those vocations which seem

best suited for adoption. After the adoption of such a policy the psychologist should be able to make specific recommendations for each new prisoner admitted to the Prison concerning the specific vocational education which would be most profitable for him. The final placement, however, of any man in the vocational educational system should not be determined by the psychologist alone, but by him in collaboration with the Head Teacher and the Chief Industrial Officer, or by some Prison official whose business it is to supervise the vocational education of the Prison.

6. *Regarding Industrial Placement*

It is assumed that the industrial work of the Prison is for a commercial product or to get necessary work done. The men assigned to the industrial work of the Prison should be those men who, by reason of being skilled tradesmen, do not need vocational education, and those men who have received the full benefits of vocational education. The industries of the Prison should be a continuation of the vocational education except that in place of definite instruction the man would be expected to acquire skill in some particular trade or trades. The psychologist in the course of time should be required to make a psychological analysis of the Prison industries and industrial activities, and make recommendations to the Industrial Supervisor regarding the industrial placement of each prisoner.

7. *Regarding the Function of the Psychologist*

The Prison psychologist should at all times be looked upon as an advisory officer in the Prison management. Since the fundamental problem of the Prison Management is to deal with human material, it is essential that a continuous analysis of this material be made. Every man has his own personality and is in a sense a particular problem, and the psychologist should be in a position professionally to advise regarding the handling of each man and of the men as a group. However, he should not be expected to do more than recommend to the proper Prison authorities or supervisors. He should never act alone except in the field of diagnosis. When making reports to the Head Teacher, to the Chief Disciplinary Officer, to the Industrial Supervisor, to the Principal Keeper or to the Board of Managers, it should be positively understood that although he is making recommendations on a practical scientific basis, these are only as recommendations and should never finally determine the disposition of the man. In the last analysis the Head Teacher must assume responsibility under the Principal Keeper for the scholastic education of the prisoners, likewise, the Supervisor of Vocational Education and the Industrial Supervisor are responsible for their respective duties, and cannot shift the responsibility in

the training or the placement of the men to the shoulders of the psychologist. They should at all times be free to call upon the psychologist for special recommendations or to advise with him concerning the carrying out of such recommendations as may have been made.

Supplementary Recommendations

In presenting the foregoing recommendations the psychologist has already had the special advantage of a conference with Mr. Derrick, Director of the Division of Education and Parole, and Mr. Kelly Director, of Labor and Agriculture, and his recommendations are, in a sense, the joint preliminary recommendations of these conferences. It is advised that additional conferences leading to more specific recommendations than those here presented, be held.

It will be seen that the recommendations and the outline of future examining procedure will lay heavy burden upon the psychologist. The majority of his time is already occupied with work at the Prison, whereas his services are urgently needed at the other correctional institutions, notably Jamesburg, Rahway and the State Home for Girls. The actual psychological examining of men at the Prison independent of the analysis of results obtained and independent of conferences with other Departments leading to the application of psychological data, require for its adequate administration the full time of an examining psychologist. It is very highly desirable that as early as possible an assistant psychologist be appointed specifically to continue routine examining at the Prison. Such an assistant might be used in other institutions in connection with the routine examining although this would be somewhat to the detriment of successful work at the Prison. At present the energies of the psychologist are so urgently needed in the central office in making surveys and in submitting recommendations regarding the administrative policies of the several correctional institutions, that the time devoted to routine examining by him must be taken away from these more important activities. The experience of the past six months further indicates that the most important work of the psychologist during the coming year will be in conducting practical investigations and surveys of the correctional institutions with a view to supplying to the Commissioner and the respective Boards of Managers the psychological data which are so fundamentally necessary to adequate administrative policies in these institutions.

The psychologist cannot successfully perform the double function of investigator and routine examiner. He can, however, in case it is impossible to obtain an assistant, do only so much routine examining as is necessary to form a basis for investigations, but the time required for analyzing such data will make it impossible for him to prosecute successfully the large amount of

routine examining which is so necessary to the individual institutions, and is so urgently demanded by the executive management of these institutions.

In view of the very important results which have already accrued from preliminary psychological examining at the Prison and at Jamesburg, the psychologist thinks himself justified in respectfully submitting that his greatest value to the Department for the coming year is in the field of investigation. He, however, also appreciates the difficulties with respect to obtaining additional personnel and makes the above recommendations not so much with the intention of obtaining the immediate assistance as of recommending to the Commissioner a somewhat detailed outline of the needs and possibilities of the work for his information in outlining his cause of action in this regard for the coming fiscal year.

In concluding this report I desire particularly to express my appreciation of the very cordial cooperation which has been extended to me by all officials of this Department and the Prison. The Principal Keeper and all of his subordinates have been actively interested in the work and have assisted and supported me in every way. The Prison print-shop, particularly, is to be commended for the excellent work in reprinting the Alpha examination record book which is a most difficult piece of work.

Appendix—Alpha Test Score Equivalents in Terms of Mental Age and Prison Percentage

Alpha Score	Equivalent Mental Age	Alpha Score	**Prison Percentage
Under 10	?*	0	0
10 - 19	10	1 - 4	25
20 - 34	11	5 - 9	35
35 - 44	12	10 - 14	40
45 - 59	13	15 - 19	45
60 - 74	14	20 - 24	50
75 - 89	15	25 - 29	55
90 - 114	16	30 - 39	60
115 - 134	17	40 - 44	65
135 - 159	18	45 - 54	70
160 - 212	19	55 - 59	75
		60 - 69	80
		70 - 84	85
		85 - 99	90
		100 - 124	95
		125 - 212	100

* "?" means mental age uncertain because of illiteracy. This usually signifies mental age under 10 years.

** It should be noted that this distribution is seriously affected by disproportionate numbers of negro and foreign prisoners. The Prison negro population is 25 per cent of the total Prison population which is 7 times the ratio for adult negro males in the State as a whole and similarly the Italian constitute 20 per cent of the total Prison population which is 3 times their ratio in the adult population of the State.

Edgar A. Doll, *Psychologist,*
Department of Institutions and Agencies.

NEW JERSEY STATE PRISON

Repair Department

Mr. James H. Mulheron, Principal Keeper.

Dear Sir:

Permit me to present to you herewith my report covering the work of the Repair Department for the year beginning July 1, 1918, and ending June 30, 1919.

At the very beginning of this period, on July 1, 1918, the old contract labor system was abolished at the prison and the contractors were notified to remove all machinery, stock, fixtures, etc., from the shops which they had occupied. The Repair Department then commenced the work of preparing the shops for the use of industries to be installed and managed by the state. As is generally the case where contractors occupy buildings for the deterioration of which they incur no liability, the shops were found to be in a very deplorable condition.

There are ten large shop rooms, ranging in size from 101 feet in length by 38 feet in width to 55 feet in length by 45 feet in width, and practically everything in these shops, including steam heating, electric lighting, plumbing, bell system, etc., had to be renewed. New floors have been laid in all but three rooms, also in the shop hallway and the shipping platform. Part of the latter space was partitioned off and is now being occupied as an office.

The walls and the ceilings of the shops which had formerly been whitewashed, were thoroughly scraped and all defective places

plastered up. A very presentable appearance was secured by the application of two coats of paint.

The steam heating apparatus next received proper attention. In the past there had been considerable trouble in keeping a proper temperature in the shops and it was found necessary to take out all the old steam lines. After considerable overhauling and repairing, and by strictly following up-to-date methods of obtaining proper radiation, it is now an easy matter to heat all the shops from one set of boilers, thereby eliminating and saving the expense of the two high-pressure boilers which had to be used during the previous winter.

The electric lighting in the shops, which was installed years ago, was found to be defective and not conforming to the present electric code of the Fire Underwriters. All wiring was taken down and a new system installed with all wires concealed in ducts. In addition to the electric lighting a new bell system was also installed in the shops.

The sanitary features in the old shops were lacking in many respects, there being toilets of the old hopper type, and no urinals whatever. To remedy this condition, low-down porcelain toilets and urinals with foot flush were installed in each shop, so that, from the standpoint of sanitary plumbing, the shops are as well equipped as the best manufacturing establishments outside of prison.

In November of last year we installed in two of the shops all the machinery for the repairing of government shoes. This necessitated the equipping of the shops with benches, racks and other paraphernalia for this work. This was completed and the shops began operations on the 15th of December.

In January of this year we transferred the small prison printing department to one of the rooms in the main shop building. It consisted then of one small press and two cabinets. We have since added to it and now have a printing shop with four presses and two new cabinets, with all the necessary tables and benches for this industry. An office with closet room has also been erected in this department.

During the month of February we received the machinery for the State Shoe Manufacturing Shop and placed the same in position in shop No. 4. We also installed all the shafting, pulleys and motors for the running of the machinery. Also built all benches, racks and tables necessary for the complete shoe manufacturing industry.

Another important factor in the repair work during the year has been the reconstruction of wing 3 of the prison which, after being remodeled, is to serve as a dining room and assembly hall. This work has progressed as rapidly as possible under existing conditions and the building is now nearing completion. The roof is finished, all windows have been installed on the second floor and, in fact, the second floor is completed with the exception of the electric wiring, installing of steam heating apparatus, painting and laying of top flooring. The same work is under way on the ground floor and, with the completion of the approach passage, the new building will be ready for service.

A new electric lighting system has been installed in the institution and is giving excellent results. The main line runs from the street under the wall to a transformer room that has been built in the cellar for this purpose. The Public Service Corporation installed a new transformer without cost, and we have installed a new switchboard from which all lines run underground through conduits to all departments of the prison now lighted by electricity, including the tag department and the main shop building. This enabled us to remove from the yard several poles and unnecessary wiring. In addition to the lighting electric power has been installed and runs from the same transformer room through ducts to the industrial departments, including the cook house, the wash house and the boiler room.

Several improvements have been completed for the Auto Tag Industry. A new air suction system was installed in the shop to take up the fumes caused by the ovens in the course of making the tags. This device has proved very satisfactory and no more complaints are made by the men employed in the shop. An oil house

has also been constructed for this industry for the storage of paints, varnish, reducer, oil and other materials of an inflammable nature that cannot very well be kept in the shop building.

The old gas house has been remodeled and is now being used as a garage for State cars. Considerable alteration was made in this building, a new floor laid, the walls stuccoed, a new roof and cupola erected and an opening cut in one side for an entrance. A steam line was run from the institution across the street to furnish heat for the garage.

The bathing facilities in the prison being more or less antiquated, the old bath house has been undergoing necessary remodeling and has been put into service in its new form. The old wooden partitions have been replaced with slate and each of the 42 stalls is equipped with overhead showers with automatic shower heads, supplying water that has been heated to a proper temperature.

The interior of the bath house is painted with white enamel, a new sewerage system has been installed and new windows cut through to give more ventilation, making it in every way a model and sanitary establishment of its kind.

From a standpoint of sanitation considerable work has been accomplished. Wing 6, containing 200 cells, was painted inside and out. The hospital was painted throughout with two coats of flat white paint, after which a coat of white enamel was applied. All beds, tables and stools in this department were also white enameled, giving the hospital a clean and sanitary aspect that compares favorably with similar establishments outside this institution.

In connection with the aforementioned State Shoe Shop would say that, besides the shop for making new shoes, we have also fitted up a complete shop for repairing shoes for this and other State institutions. Some of these institutions have no facilities for doing this kind of work and are compelled to have it done outside. However, by having it done here, they will undoubtedly get better service at lower prices, and the State will derive considerable benefit from the profit that this shop will yield and also from the fact that it will give

employment to a considerable number of men in this institution.

In conclusion I would emphasize the fact that all the repair work described in the foregoing report has been done by inmates of this institution.

Permit me to also express to you my sincere appreciation of and thanks for the cordial co-operation extended to me in the performance of my duties.

Respectfully submitted,

Charles H. Clayton,

Superintendent.

Annual Report
of
Fiscal Agent
New Jersey State Prison
for
Fiscal Year 1919

NEW JERSEY STATE PRISON

Hon. James H. Mulheron, Principal Keeper,
New Jersey State Prison.

Dear Sir:

The following report showing the operation of this Office, for the Fiscal Year 1919, covering the period July 1, 1918, to June 30, 1919, is herewith submitted.

This Report is divided into two parts, one setting forth the Appropriations and Expenditures of the State Prison and the other showing the operations of the several State Use Industries.

The total amount appropriated by the Legislature of the State of New Jersey for the Fiscal Year 1919 for maintenance, salaries and wages and miscellaneous items for the State Prison was \$313,723.71. Due to the increased cost of supplies and operating materials it became necessary to make application to the State House Commission for Emergency Allotments. Also the transfer of monies from a number of Accounts where the sums appropriated were more than sufficient for the purposes intended to Accounts in which the sums appropriated were insufficient.

The several Appropriations, together with the additional amounts allotted from the Emergency Fund and the sums transferred are as follows:

For Maintenance

Food

Account 90 A 1

Appropriation.....	\$94,000.00	
Emergency allotment.....	23,000.00	
Re-imbursement from Working Capital Account, 90-C.....	13,700.93	
	\$130,700.93	\$130,700.93

Clothing

Account 90 A 2

Appropriation.....	\$12,000.00	
Emergency allotment.....	9,500.00	
Re-imbursement from Working Capital Account, 90 C.....	1,457.28	
	<u>\$22,957.28</u>	
Transferred to Account 90 A 10.....	400.00	22,557.28

Fuel and Power

Account 90 A 3

Appropriation.....	\$32,500.00	
Re-imbursement from Working Capital Account, 90 C.....	342.72	
Transferred from Account 90 A 7.....	3,000.00	
Transferred from Account 90 A 27.....	1,500.00	
	<u>\$37,342.72</u>	37,342.72

Household

Account 90 A 4

Appropriation	\$ 6,000.00	
Emergency Allotment.....	4,500.00	
Re-imbursement from Working Capital Account, 90 C.....	425.21	
Transferred from Account 90 A 7.....	1,500.00	
Transferred from Account 90 B 2.....	221.50	
	<u>\$12,646.71</u>	12,646.71

Farm, Stable and Grounds

Account 90 A 5

Appropriation	\$ 8,000.00	
Emergency Allotment.....	2,100.00	
Transferred from Account 90 A 8.....	100.00	
	<u>\$10,200.00</u>	10,200.00

Medical and Surgical

Account 90 A 6

Appropriation.....	\$ 4,250.00	
Re-imbursement from Working Capital Account 90 C	66.75	
Transferred from Account 90 A 7.....	350.00	
Transferred from Account 90 A 27.....	200.00	
	<u>\$4,866.75</u>	4,866.75

Industrial Shops

Account 90 A 7

Appropriation	\$14,000.00	
Transferred to Account 90 A 3.....	3,000.00	
Transferred to Account 90 A 4.....	1,500.00	
Transferred to Account 90 A 6.....	350.00	
Transferred to Account 90 A 9.....	1,000.00	
Transferred to Account 90 A 10.....	1,000.00	
	<u>\$6,850.00</u>	7,150.00

School Supplies

Account 90 A 8

Appropriation.....	\$1,000.00	
Transferred to Account 90 A 5.....	100.00	
		<u>\$900.00</u>

Sundry Supplies

Account 90 A 9

Appropriation.....	\$10,930.00	
Emergency Allotment.....	1,500.00	
Re-imbursement from Working Capital Ac- count, 90 C.....	549.91	
Transferred from Account 90 A 7.....	1000.00	
	<u>\$13,979.91</u>	13,979.91

Incidentals

Account 90 A 10

Appropriation.....	\$4,500.00	
Emergency Allotment.....	2,500.00	
Re-imbursement from Working Capital Ac- count 90 C.....	287.20	
Transferred from Account 90 A 2.....	400.00	
Transferred from Account 90 A 7.....	1,000.00	
Transferred from Account 90 A 27.....	300.00	
Transferred from Account 90 B 1.....	800.00	
	<u>\$9,787.20</u>	9,787.20
		<u>\$250,131.50</u>

Salaries and Wages

Accounts 90 A 11—90 A 27

Appropriation	\$114,800.00	
Transferred to Account 90 A 3.....	1,500.00	
Transferred to Account 90 A 6.....	200.00	
Transferred to Account 90 A 10.....	300.00	
	<u>\$2,000.00</u>	112,800.00

Miscellaneous Items***Payment to Discharged Convicts***

Account 90 B 1

Appropriation.....	\$3,000.00	
Transferred to Account 90 A 10	<u>800.00</u>	\$2,200.00

Fire Insurance

Account 90 B 2

Appropriation.....	\$2,500.00	
Transferred to Account 90 A 4.....	<u>221.50</u>	\$2,278.50

Appraisement

Account 90 B 3

Appropriation.....	\$200.00	200.00
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Automobile Insurance

Account 90 B 4

Appropriation.....	\$200.00	200.00
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Railroad Pass Suit

Account 90 B 5

Appropriation.....	\$200.00	200.00
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Bread Making Equipment

Account 90 B 6

Appropriation.....	\$1,500.00	1,500.00
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Refrigerating Plant

Account 90 B 7

Appropriation.....	\$4,000.	4,000.00
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Claims Incurred by Richard Hughes

Account 90 B 8

Appropriation.....	\$143.71	<u>143.71</u>
		\$10,722.21

Miscellaneous Receipts not Applicable to Prison Appropriations

Received for Support of Federal Prisoners..	\$118.40
Received from sale of old barrels, crates & bags	382.86
Received from sale of old iron, bones, rags..	565.89
Received from interest on deposits.....	73.15
Received from miscellaneous accounts.....	<u>54.26</u>

\$1,194.56

Receipts

Maintenance	\$250,131.50
Salaries and Wages.....	112,800.00
For Miscellaneous.....	10,722.21
Miscellaneous Receipts not Applicable to Appropriations	<u>1,194.56</u>

Total Receipts \$374,848.27

The disbursements for Maintenance, Salaries and Wages, Miscellaneous Items and Receipts not applicable to Prison Appropriations, amounted to \$366,457.55 and the different purposes for which expenditures were made are shown in the following Statement.

In these items there is included the sum of \$16,830.00 which was expended maintaining Prison Road Camps, a State Use Industry, during the months of July, August and September, said sum being later reimbursed to the various accounts.

For Maintenance

Food.....	\$126,808.25	
Clothing.....	21,646.08	
Fuel and Power.....	35,486.87	
Household Supplies.....	10,472.41	
Farm, Stable and Grounds.....	9,250.53	
Medical and Surgical.....	4,194.78	
Industrial Shop Supplies.....	6,540.07	
School Supplies	745.75	
Sundry Supplies.....	13,736.20	
Incidentals	6,467.02	
Medical Attendance at Farm & Prison Road Camps	504.54	
Open Orders and Accounts Outstanding.....	<u>7,195.23</u>	243,046.73

For Salaries and Wages

Salaries of Officers and other Employees.....	\$112,054.28	112,054.28
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For Miscellaneous Items

Payments to Discharged Convicts.....	\$2,050.00	
Fire Insurance.....	2,278.50	
Appraisement.....	200.00	
Auto Insurance.....	83.40	
Bread Making Equipment.....	1,450.00	
Refrigerating Plant.....	4,000.00	
Claims of Richard P. Hughes.....	100.08	10,161.98

Receipts not Applicable to Prison Appropriations

Paid to State Treasurer.....	\$1,194.56
	<u>\$366,457.55</u>

Disbursements

Maintenance	\$243,046.73	
Salaries and Wages.....	112,054.28	
Miscellaneous Items.....	10,161.98	
Miscellaneous Receipts not applicable to Prison Appropriations.....	1,194.56	\$366,457.55

Recapitulation

Total Receipts.....	\$374,848.27	\$374,848.27
Total Disbursements.....	366,457.55	
Unexpended Balance of Appropriations.....	8,390.72	<u>\$374,848.27</u>

The Prison Departments have observed every regulation suggested for the saving of food, clothing and other miscellaneous supplies, the most rigid care has been exercised that nothing be wasted and no needless expenditures made.

The total amount expended for Maintenance, Salaries and Wages and Miscellaneous Items amounted to \$326,663.85 as shown in their respective Accounts below:

Prison**Maintenance:**

Food.....	\$101,820.33
Clothing.....	20,885.03
Fuel and Power.....	35,068.50

Household Supplies.....	9,566.07	
Farm, Stable and Grounds.....	2,030.79	
Medical and Surgical.....	4,034.53	
Industrial Shops.....	6,540.07	
School Supplies.....	745.75	
Sundry Supplies.....	12,255.57	
Incidentals	5,658.08	
Open Orders and Account payable.....	5,842.87	
		\$204,447.59
Salaries and Wages:		
Salaries of Officers and other Employees.....		\$112,054.28
Miscellaneous:		
Payments to Discharged Convicts.....	\$2,050.00	
Fire Insurance.....	2,278.50	
Appraisalment.....	200.00	
Auto Insurance.....	83.40	
Bread Making Equipment.....	1,450.00	
Refrigerating Plant.....	4,000.00	
Claims of Richard P. Hughes.....	100.08	10,161.98
		\$326,663.85

The daily average population of the Prison for the year was 794 ¹¹/₁₂ or 795 inmates and the cost per capita, per annum and per diem for food supplies used at the Prison was as follows:

Food

Total Cost of Food.....	\$101,820.33	
Open Orders and Accounts Payable.....	3,023.35	
Products raised at Prison Farm and Consum- ed at Prison.....	2,351.52	
Products raised in Prison Garden.....	41.80	
		\$107,237.00
Cost, per capita, per annum.....	\$134.89	
Cost, per capita, per diem	.3696	

Farm

The expenditures for the State Prison Farm, Leesburg, N. J., for all purposes amounted to \$37,758.07. The different class and purposes for which these expenditures were made are here shown:

Food	\$11,285.99	
Clothing	369.55	
Fuel and Power	75.65	
Household Supplies	481.13	
Farm Stable and Grounds	7,219.74	
Medical and Surgical	93.50	
Sundry Supplies	930.72	
Incidentals	521.74	
Medical Attendance	308.50	
Open Orders and Accounts Payable	498.57	
		\$21,785.09
Fertilizer	2,995.54	
Salary & wages, officers & other employees	12,359.12	
Prisoners' Wages	618.32	\$15,962.98
		\$37,758.07
Cost, per capita, per annum	\$340.16	
Cost, per capita, per diem	.9320	

The daily average population at the Prison Farm for the year was 111 men and the cost per capita, per annum and per diem, for subsistence was.

Food

Total Expenditures	\$11,285.99	
Products raised and consumed at Farm	5,455.07	
Open Orders and Accounts Payable	319.58	
		\$17,060.64
Cost, per capita, per annum	\$153.6994	
Cost, per capita, per diem	.4211	

In connection with this branch of the Prison Departments would say the Farm produced during the year articles which valued at market prices, current in Cumberland County, would have amounted to \$14,863.39. Of that amount there was used for their maintenance, vegetables and other supplies, the sum of \$7,033.03; sold \$2,893.55 and stock on hand valued at \$4,936.77.

This as you will note by comparison with previous year greatly exceeds that which was produced during the Fiscal Year 1918.

The following list shows the articles raised, used, sold, furnished Prison and on hand:

Used

Pork.....	6164 lbs.	at.....	\$.2040.....	\$1257.46
Cabbage.....	6720 lbs.	at.....	.0132.....	88.70
Carrots.....	48 bas.	at.....	1.31.....	62.88
Beets.....	40 bus.	at.....	1.82.....	72.80
Lima Beans.....	137 bus.	at.....	1.33.....	182.21
String Beans.....	40 bus.	at.....	1.00.....	40.00
Onions.....	37 bus.	at.....	1.37.....	50.69
Turnips.....	40 bus.	at.....	1.05.....	42.00
Potatoes.....	632 bus.	at.....	1.50.....	948.00
Potatoes.....	887 bus.	at.....	.70.....	620.90
Tomatoes.....	171 bus.	at.....	.50.....	85.50
Corn, Sweet.....	374 doz.	at.....	.20.....	74.80
Eggs.....	141 doz.	at.....	.54.....	76.23
Milk.....	15643 qts.	at.....	.10.....	1564.30
Wood.....	273 loads	at.....	3.00.....	819.00
Ice.....	10½ ton	at.....	6.00.....	63.00
Radishes.....	900 bun.	at.....	.05.....	45.00
Onions.....	99 bun.	at.....	.05.....	4.95
Peas.....	69 bus.	at.....	1.10.....	75.90
Hay.....	33 ton	at.....	23.00.....	759.00
Lettuce.....	11½ bus.	at.....	1.50.....	17.25
Swiss Chard.....	4 bus.	at.....	1.25.....	5.00
Lima Beans.....	6 bus.	at.....	1.25.....	7.50
Potatoes, Sweet.....	40 bus.	at.....	1.75.....	70.00
Total Used.....				\$7033.07

Sold and Furnished Prison

Potatoes.....	700 bus.	at.....	1.50.....	1050.00
Onions.....	200 bus.	at.....	1.37.....	274.00
Beets.....	100 bus.	at.....	1.82.....	182.00
Turnips.....	200 bus.	at.....	1.05.....	210.00
Cabbage.....	5215 lbs.	at.....	.0132.....	68.84
Bean Poles.....	200 lbs.	at.....	.04.....	8.00
Pork.....	4964 lbs.	at.....	.208.....	1032.51
Peas.....	62 bus.	at.....	1.10.....	68.20
Total.....				\$2893.55

On Hand

Carrots.....	26 bas.	at.....	1.31.....	34.06
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Beets	100 bus. at.....	1.82	182.00
Corn, shelled	970 bus. at.....	1.50	1455.00
Corn	223 bus. at.....	.99	220.77
Turnips	12 bus. at.....	1.05	12.60
Potatoes	200 bus. at.....	1.50	300.00
Potatoes Sweet	40 bus. at.....	1.75	70.00
Peas	8 bus. at.....	1.10	8.80
Swiss Chard	3 bus. at.....	1.25	3.75
Cow Beets.....	425 bus. at.....	.25	106.25
Onion Sets	34 bus. at.....	3.00	102.00
Corn Stalks.....	212 stalksat.....	1.00	212.00
Lumber.....	9944 ft. at.....	.035	348.04
Manure.....	200 ton at.....	4.65	930.00
Hay	40 ton at.....	23.00	920.00
Cabbage.....	2403 lbs. at.....	1.31	31.50
Total On Hand.....			\$4,936.77
Total Used.....			\$7033.07
Total Furnished Prison			\$2893.55
Total On Hand			\$4936.77
Grand Total.....			\$14,863.39

State Use System

As you are aware the Contract Labor System was terminated on June 30, 1918, and as fast as facilities would permit the following Industries installed: A government Shoe Repair Shop, State Shoe Manufacturing Shop, State Shoe Repair Industry, Printing Industry, Auto Trucking Department, Wood Working Industry and Bread Baking Industry, the Auto Tag Plant being installed previous to July 1, 1918.

These several Industries together with Prison Road Camps are operated under what is known as the "State Use System." That is all goods manufactured and labor furnished is for this and other State Institutions and Departments. It provides trade training for the Inmates, is a source of revenue and at the same time avoiding the objection to Prison Labor competing with Free Labor as under the old Contract System.

The extremely high cost of materials and the difficulty experi-

enced in securing machinery delayed the starting of some of the Industries.

We are therefore unable to show any revenue for the State Shoe Manufacturing and State Shoe Repair Shops. These departments are now about to commence operations and will be a source of considerable revenue.

An analysis of the operations of the several State Use Industries are shown as follows:

STATE USE INDUSTRIES		Materials and Supplies	Salaries	Prisoners' Wages	Travelling Expenses Freight and Carriage	Total Expenditures	Receipts	Expenditures in Excess of Receipts	Receipts in Excess of Expenditures
Allotment from Account 35B							20,000.00		20,000.00
State Shoe Shop	\$ 13,795.83	360.00			18.59	14,174.42		14,174.42	
U.S. Gov. Shoe Repair Shop	1,270.35	3,442.02	9,132.10	1.34	13,845.81	21,878.94			8,033.13
Printing Industry	6,117.63		125.70	1.35	6,244.68	1,905.25	4,339.43		
Auto Tug Industry	38,255.80	3,350.00	882.25	1,701.22	44,189.27	60,494.67			16,305.40
Bread Baking Industry	4,116.38		178.77			4,295.15	5,561.57		1,266.42
Prison Road Camp 1	115.09					115.09		115.09	
Prison Road Camp 1B	6,015.12	1,700.78	1,231.25		8,947.15	6,718.76	2,228.39		
Prison Road Camp 2A	17,580.40	6,840.75	4,185.09		28,606.24	31,448.25			2,842.01
Prison Road Camp 2B	5,402.91	1,876.99	885.97	29.86	8,195.73	5,866.81	2,328.92		
Prison Road Camp 3						108.00			108.00
Prison Road Camp 9	3,542.11	1,172.00	242.27		4,956.38	3,481.37	1,475.01		
Prison Detail No. 1	470.94	820.96	395.52		1,687.42	3,057.25			1,369.83
Outside Road Work			401.16		401.16	3,025.39			2,624.23
State Prison Farm	2,995.54	12,359.12	618.32		15,972.98	1,115.30	14,857.68		
Auto Truck	257.35	687.00			944.35	534.00	410.35		
Wood Working Industry						64.80			64.80
Hosiery and Underwear						4,753.84			4,753.84
Barber, Tailor and Shoemaker						168.58			168.58
Miscellaneous	2,086.50	1,329.36	2,100.38		4,186.88		4,186.88		
Salaries to Soldiers					1,329.36		1,329.36		
TOTALS	\$102,021.95	\$33,938.98	\$20,378.78	\$1,752.36	\$158,092.07	\$170,182.76	\$45,445.53	\$57,536.24	

